



Position Title ASI Coordinator for Campus Engagement	Unit Associated Students, Inc. (ASI) (Presents)
Employee Name	Supervisor ASI Executive Director
Pay Status Exempt	Effective Date August 1, 2024
Anticipated Hiring Range: \$66,560 - \$74,880 (annual salary)	

<p>Department Summary</p> <p>Associated Students, Incorporated (ASI) is a 501(c)3 non-profit auxiliary. ASI prioritizes students' needs and advocates for them through lobbying. ASI provides significant services that improve the holistic educational experience that enables student success. ASI strives to foster an intentional and compassionate environment where everyone can be the most authentic version of themselves. ASI is committed to placing diversity, equity, inclusion, and belonging at the forefront of our culture in order to help individuals succeed.</p>
<p>Summary of Position</p> <p>This position serves as the professional advisor to ASI programming and campus engagement by providing oversight for planning, risk assessment/liability, and execution of student-run events that enrich the quality of life on campus.</p>

Essential Functions of Position: This position establishes performance standards within overall policy or budgetary limits and has direct accountability for results regarding the following functions:

<u>Percentage of Base Time</u>	<u>Description of Function</u>
40%	<p><u>Event Planning and Implementation</u></p> <ul style="list-style-type: none"> ● With student leaders, develops, plans, promotes and implements social, educational, and entertainment programs and initiatives that establish tradition and support campus-wide programming efforts. ● Provides oversight and professional perspective to the students involved in campus programs, events, and initiatives. ● Construct an annual event calendar (30-45 events), reserving event spaces and collaborating with other departments around campus, as needed. ● Oversee all vendor selection and contracts; maintain and balance event budget for each calendared event. ● Responsible for assessing and mitigating event and program risks and potential liabilities. ● Advise the student-programming department with booking, contracting, and scheduling for campus events. ● Oversee set-up and break-down for each event coordinating with University staff as required. ● Develop learning outcomes and assess the effectiveness and learning for all programming. ● Develop semesterly and annual reports highlighting the successes and challenges of campus programming. ● Serve as onsite professional staff at all major ASI and campus collaborative events (some evening and weekend events required).
30%	<p><u>Campus Activities Board (ASI Presents)</u></p> <ul style="list-style-type: none"> ● Recruit, train, supervise, and evaluate student staff. ● Recruit, train, supervise, and evaluate a team of student volunteers to increase student involvement.



- Conduct meetings with student staff both individually and collectively to encourage student development, engage in program planning, monitor and assess workload, and evaluate programs.
- Conduct student-centered trainings on topics such as leadership development, intentional and inclusive programming, and community development.
- Coordinate opportunities for ASI Presents to engage and participate in local, regional, and national student activities organizations and conferences.
- Develop and maintain collaborative relationships with on and off-campus entities including, but not limited to the following: Campus staff, ASI Board of Directors, vendors and other key stakeholders as appropriate
- Build ASI brand awareness and recognition through service on volunteer committees and recognitions (awards etc) at regional conferences and events.

15%

Campus Engagement and Connections

- Focus on new and innovative ways to impact community development and campus engagement (using various modalities for programming and engagement).
- Represent ASI on university committees and programming-related committees.
- Establish informal brand ambassadorship role with students and other departments through collaboration and participation in campus activities.
- Develop strong relationships with key campus stakeholders (ie, Student Leadership & Involvement Center, Recreation & Wellness, University Housing, Student Health, etc).
- Lead efforts to enhance and expand campus traditions.

10%

Event Asset Management

- Acquire, inventory and maintain event capital assets for lower future event costs and efficiencies (i.e., social media printer, cotton candy machine, storage space, event/office supplies, other small equipment/devices).
- Dispose of excess, broken or outdated assets to raise funds for updated equipment and make most effective use of available storage.
- Condense and correctly label excess supplies to facilitate stock use and turnover.

5%

Additional Duties and Responsibilities

- Other duties as assigned by ASI management.

Scope of Responsibility

Contact with Others:

- This position requires contact with other people outside (including the public) and/or inside the department requiring a high degree of diplomacy and tact while dealing with and influencing others in all types of positions.

Staff Responsibilities

- This position supervises 4-6 part-time employees; in addition, this position supervises individual(s) that have 5 – 8 volunteers reporting to them
- Oversees work assignments, schedules and approves time records.
- Recommendations for selection as well as performance management including, but not limited to, disciplinary action and terminations of assignments are given serious consideration.

Problem Solving:

- The problems solved by this position are somewhat varied, but are often routine.
- The problems encountered by the incumbent relate to staff matters, contracts or other vendor documentation, event specifics, and/or budget.
- The incumbent uses independent judgment supported by University rules, policies and procedures to solve problems. Information needed is normally available but additional information may need to be sought from the supervisor or other source if the usual solution alternatives do not fit the situation.



Decision-Making:

- Decisions made by the incumbent may affect the public, the University, and/or others outside and/or inside the incumbent's department.
- Errors related to incumbent decisions or error may be detected within ten (10) days if caught in the final document processing procedure.
- Improper decisions or errors can potentially result in fiscal and/or legal risk or additional time/costs required by ASI staff and/or vendors.

Minimum Qualifications

Education:

- Requires a Bachelor's degree related field (ie, hospitality, event management, business, counseling, etc).. *Masters Degree in Student Affairs, Counseling or related field preferred*

Experience:

- Requires at least one (1-2) year of work experience in event management, hospitality or student affairs, preferably in a University or related setting
- Contract experience (review, writing, negotiation, execution)
- Risk assessment experience or completion of risk assessment training

Knowledge, Skills and Abilities

- Basic computers skills (Microsoft Suite, Google Suite)
- Knowledge of leadership development and conflict resolution
- Ability to perform physical tasks as described under work environment
- Customer service skills

Licenses and Certifications:

- None required

Work Environment: The following time definitions apply below: *Regularly* (over 70%); *frequently* (41% - 70%); *occasionally* (16% - 40%); and *rarely* (1% - 15%).

Physical Requirement

This position involves frequently sitting, talking, hearing and standing. Occasionally, grasping, feeling attributes of objects, pushing, walking, reaching with hands/arms, repetitive wrist/hand/finger movement, stooping, kneeling, crouching, and/or crawling, is required. Driving, climbing, balancing, and/or operation of mechanical equipment may rarely be required.

Position requires regular lifting and/or pushing up to ten (10) pounds; frequent lifting and/or pushing up to 35 pounds; occasional lifting and/or pushing up to fifty (50) pounds; and rarely to lift and/or push 51 pounds or more.

Visual Requirements

Position requires clarity of vision at 20 feet or more as well as at 20 inches or less. Precise hand-eye coordination and three-dimensional vision is required as well as ability to judge distance and to identify and distinguish colors is also required (up to 20% of the time in each instance.)

Environmental Conditions

This position is generally exposed to moderate noise (office equipment, building noise and power tools during event set up).



Work is performed in varying environments including occasionally in climate-controlled work environment as well as in outdoor or non-climate controlled work areas. The work may include exposure to loud noise from amplified sound and inclement weather (heat and cold) on occasionally when outdoor activities such as events and concerts are required.

Mental Activities

During a typical workday, this position requires concentrated attention in reviewing contracts, approving timecards, and reviewing support documentation for events.

I have read this job description and I understand all of my job duties and responsibilities. I understand that this position is at-will.	
I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department with or without it being specifically included in the job description. If I have any questions about my job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.	
I have discussed any questions I may have had about this job description prior to signing this form.	
Employee Name (please print)	
Signature of Employee	Date:
Signature of Supervisor	Date: