

**PROGRAMS COORDINATOR
DONALD P. AND KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**



The Loker University Student Union, Inc. is an auxiliary of California State University, Dominguez Hills and is a California 501(c)3 Not For Profit Corporation. The facility, totaling approximately 120,000 square feet, houses the University Bookstore, Campus Dining, and Associated Students, Inc., in addition to various meeting facilities, lounges and recreational space. As the hub of campus activity, the mission of the Student Union includes “providing cultural, social and recreational programming that supports the educational mission of the University” and “providing programs and services that enhance the quality of life” for members of the campus community.

POSITION DESCRIPTION

Workweek Class: Exempt, full-time
Work Schedule: 40 hours per week, non-standard schedule, includes evenings and weekends
Responsible to: Assistant Director, Engagement and Development, Loker Student Union, Inc.

GENERAL STATEMENT:

The Programs Coordinator is a position in the Donald P. and Katherine B. Loker University Student Union, Inc. (LSU.) The incumbent will be a LSU exempt, full-time staff employee and will adhere to the rules, regulations and employment standards established by the Donald P. and Katherine B. Loker University Student Union, Inc.

Under general direction and supervision by the Assistant Director, Engagement and Development, the position of Programs Coordinator has primary responsibility for the programming functions of the Student Union and includes the planning, producing, marketing, trouble-shooting, and evaluating of a regular series of activities and programs; advisement and on-going development of a student programming body; assisting in the design, coordination, and execution of employee training and development programs; coordination and execution of special events; support to campus student life programs.

TYPICAL DUTIES AND RESPONSIBILITIES:

Under general supervision by the Assistant Director, Engagement and Development, the incumbent will perform a variety of functions, including but not limited to the following:

<u>% of Time</u>	<u>Description of Duties</u>
60%	Events and Activities – responsible for the development and supervision of programming employees and volunteers; provide students with opportunities to develop leadership and programming skills; ensure compliance with LSU and campus policies and procedures; provide direction for the planning and promotion of events and activities; support student employees and volunteers at events and attend off-campus events; recruit, train, evaluate and advise student employees and volunteers; develop and implement evaluation mechanisms; design, coordinate and execute a wide range of events and activities as directed; address risk management concerns; provide regular reports to the Student Union Board of Directors.
15%	Provide support to major student life programs – serve as a member of the Student Life coordinating group; assist with programming campus-wide major events; develop cooperative relationships with all University departments in support of student life; serve as representative of Student Life on ASI Commissions as designated.

- 10%** **Budget Management** – Oversee expenditures related to programming budget; ensure that expenditures are accounted for appropriately and are within the approved budget; provide updates of expenditures and reconcile detail trail balance financial reports.
- 10%** **Training and Development** – Assist with coordination and execution of student assistant employee trainings; assist in the development of learning outcomes goals for student assistant employees, including assessment and reporting.
- 5%** **Other Duties as Assigned** – Promote the Loker Student Union at new student orientation and other marketing events; coordinate recreation tournaments for participation in regional competitions and chaperone teams; provide support to all areas of LSU operations as needed; conduct occasional special projects and other duties as assigned.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

Skills/Knowledge – Equivalent to graduation from a four-year college or university; two years professional experience in higher education with emphasis in student unions, student activities, residence life, student development, or equivalent experience – a Master’s degree in a job related field may be substituted for one year of the professional experience; knowledge of English grammar, spelling, and punctuation; knowledge of business mathematics beyond basic arithmetic; strong computer skill is necessary, especially the use of standard office software (e.g. Microsoft Word, Outlook, Excel and data base programs); functional knowledge of the practices, procedures, and activities of college union programming; general knowledge of the methods and problems of organizational and program management; knowledge of group process training and development practices based on needs assessment; knowledge of student development theory and learning outcomes; valid CA driver’s license and insurance.

Abilities – Must possess strong organizational skills with the ability to work as part of a team in an ethnically diverse and culturally pluralistic environment; ability to work well independently; ability to clearly communicate orally and in writing; the ability to learn; ability to interpret and apply policies and procedures to a variety of situations and to execute corrective action in a timely manner; ability to use resourcefulness and initiative; must be able to manage multiple concurrent tasks, exercise sound judgment and be able to critically analyze situations to determine logical and appropriate outcomes; possess the ability to set priorities and meet deadlines; must be able to work with a variety of campus and community constituents demonstrating effective interpersonal skills and the ability to work cooperatively in a multi-ethnic environment.

PREFERRED QUALIFICATIONS

Experience – Advisement of students individually or in groups; development and production of large-scale events; utilization of various audio-visual equipment; design and implementation of employee training and development programs.

WORK ENVIRONMENT

Employees in this position work indoors and outdoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular public contact required. Periodic evening and evening work required. Must be able to lift 50 pounds unassisted. Ability to handle multiple tasks, adhere to deadlines and work under pressure required.

CONDITIONS OF EMPLOYMENT

This is an exempt position with work hours based upon the duties and responsibilities which need to be completed. This position is employed by the Loker University Student Union, Inc. and is subject to related personnel policies and procedures. Employment is on an at-will basis and can be terminated by either an employee or the LSU at any time with or without cause or advanced notice. Permanent status can neither be obtained nor granted.

A general background check (including criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current LSU employees who apply for the position.

LSU hires only individuals lawfully authorized to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

LSU is an Affirmative Action/Equal Opportunity Employer. Applicants for employment will be considered without regard to race, color, religion, ancestry, national origin, age, sex, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, disability, covered veteran status, or other status.

COMPENSATION

\$38,846 - \$58,268 annually; a complete benefits package is available upon hiring.

CLOSING DATE

The position will remain open until filled. Initial review of applications will begin September 10, 2020.

APPLICATION PROCEDURE

Applications must be submitted for candidate consideration. They may be accessed via the website at lsucsudh.org. A resume may accompany the application but may not be substituted for an official application. Applications must be emailed to:

Email Address: gatallah@csudh.edu

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