

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

POSITION DESCRIPTION

Position Title	Program Coordinator
Reports To	Associate Director
FLSA Status	Non-Exempt
Position Category	Part-Time
Grade	2

POSITION SUMMARY

Under the general supervision of the Associate Director, the Program Coordinator has primary responsibility for the programming functions of the Loker Student Union (LSU), which includes the planning, producing, marketing, and evaluating of a regular series of activities, programs, and fellowship events. This position plays a key role in fostering student engagement, developing student leadership, and building a vibrant campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative but not exhaustive. Other duties may be assigned.

- Plan, coordinate, and execute a broad range of LSU programs, events, and activities; ensure compliance with LSU and campus policies and procedures; address risk management concerns related to programming and events.
- Support the planning and execution of fellowship programs and activities, including Board of Directors fellowship awards, grant-in-aid coordination, and related student engagement initiatives.
- Develop and implement program evaluation mechanisms; analyze program outcomes and use data to improve the effectiveness and reach of LSU programs and services.
- Oversee expenditures related to the programming budget; ensure that expenditures are accounted for appropriately and are within the approved budget; provide updates on expenditures and reconcile detailed trial balance financial reports.
- Develop and supervise programming student employees and volunteers; provide students with opportunities to develop leadership and programming skills; coordinate and execute student assistant employee trainings and develop learning outcome goals, including assessment and reporting.
- 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.
- Promote the Loker Student Union at new student orientation and other campus engagement events; coordinate recreation tournaments for participation in regional competitions and chaperone teams as needed.
- Provide support to all areas of LSU operations as needed; conduct occasional special projects as assigned.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises Activities Assistants (1) and Social Media Assistants (2). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

BOARD OF DIRECTORS RESPONSIBILITIES

This position provides support to the Board of Directors as needed. Key responsibilities include:

1. Fellowship Program Support: Assist the Associate Director in the day-to-day administration of the BOD Fellowship Program, including coordination of Fellow recruitment events, training sessions, and program activities; support content delivery and facilitate Fellow engagement throughout the program cycle.
2. Outcomes & Metrics Tracking: Track and maintain Fellowship Program outcomes, participation data, and performance metrics; compile reports and summaries to support program assessment and improvement efforts.
3. Records & Documentation: Support preparation of agendas, meeting materials, and official records related to fellowship activities and board-directed programming initiatives; ensure documentation requirements are met in a timely manner.
4. Board Communication & Coordination: Support clear communication between the organization and student Fellows regarding program schedules, expectations, and deliverables; assist with logistics and scheduling for fellowship and programming-related board activities.
5. Follow-Up & Accountability: Track action items related to fellowship and programming deliverables; support timely completion of assigned tasks and ensure follow-through on program commitments.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED QUALIFICATIONS

CMP or CSEP certification. Experience in higher education with an emphasis in student life or student affairs.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) in Event Management, Hospitality Tourism Management, Counseling, or a related field; and a minimum of one (1) year of professional experience; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical journals and financial reports/statements. Ability to respond to common inquiries or concerns from team members, clients, regulatory agencies, or outside financing sources. Ability to effectively present information to top management, public groups, and/or Boards of Directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Advanced proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and Google Suite is required. Familiarity with event management platforms and cloud-based applications is preferred.

CERTIFICATIONS, LICENCES & REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit for prolonged periods and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds unassisted. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The majority of work is accomplished on a computer.

WORK ENVIRONMENT

Employees in this position work primarily indoors and may work outdoors on limited occasions. This position requires regular flexibility to work evenings, weekends, and occasional off-hours to ensure successful planning, coordination, and execution of programs, events, and student engagement initiatives. Occasional travel may be required. The noise level in the work environment is usually moderate. Regular public contact is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AN EQUAL OPPORTUNITY / TITLE IX EMPLOYER

California State University, Dominguez Hills (CSUDH) is widely recognized as one of the most culturally and ethnically diverse universities in the United States.

The Donald P. & Katherine B. Loker University Student Union, Inc. at California State University, Dominguez Hills is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, religion, sex (including pregnancy), gender, gender identity or expression, sexual orientation, marital status, age,

disability, medical condition, genetic information, covered veteran status, or any other protected status in accordance with applicable federal and state laws, including Title IX.

The organization is committed to fostering a community where a diverse population can live and work in an environment of respect, civility, and inclusion.

A background check is required for employment. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for the position.

For more information, please visit:

<https://www.lsucsudh.org>

<https://www.csudh.edu>

SALARY RANGE: \$27.33 - \$41.00 per hour