OPENING FOR
ASSOCIATE DIRECTOR OF PROGRAMS
STUDENT ACTIVITIES AND PROGRAMS

ANTICIPATED HIRING RANGE: $60,000- $63,000
Anticipated Total Compensation Package: $88,215 - $91,467*
*based on health insurance coverage for employee + family

This is a full-time position that is eligible for benefits.

THE POSITION
Under the general supervision of the Director of the Bronco Student Center, the Associate Director of Programs is responsible for the development, implementation, administration and support of all aspects of ASI student programming and supervision of staff programs, including but not limited to, ASI Bronco Events and Activities Team (BEAT) programs, the ASI Art Program, ASI Summer Orientation programs, and ASI Student Government programs. The Associate Director shall provide direction and supervision to one full-time Program Coordinator, part-time student staff and volunteers, and provide advising on student programming and leadership development. The Associate Director shall serve as an expert in campus programming and event management and serves in the capacity of the Director in his/her absence for all program related matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Provide vision and administer efficient and effective programming through engagement in systematic strategic planning, assessment, and reporting
• Serve as a risk manager for all ASI-sponsored events and activities by coordinating event liability coverage and insurance documentation from all service providers; reviewing and evaluating programs, activities and services to ensure that appropriate risk management precautions and procedures are in place or developed. Ensure that ASI-sponsored events/activities are in compliance with the risk management requirements of the California State University (CSU) system, California State Polytechnic University, Pomona (Cal Poly Pomona) and bond covenant provisions
• Provide supervision and leadership to the Student Activities and Programs Department
• Responsible for personnel management of all programming staff including recruitment, selection, training, evaluation, development, and discipline; serve as advisor to the student programming team
• Create and administer formal offers to performers review and negotiate contracts, and sign contracts up to a designated amount authorized by the ASI Executive Director in writing
• Coordinate all business aspects of ASI programming, including maintenance of accurate financial records and files, development, implementation, and monitoring of programs and events, budgets, policy, and procedure
• Provide innovative leadership and oversight for ASI Alumni Programs and ASI Art Programs, including the Bronco Exhibit Gallery
• Serve as a member of the ASI Leadership Team and represent ASI on various campus committees
• Assist the Director of the Bronco Student Center in coordinating a comprehensive leadership development program for ASI BEAT, student leaders and student staff
• Provide leadership in developing, coordinating, advising, and evaluating ASI activities and events in conjunction with ASI BEAT and the BSC Programs
• Work with the ASI President, the ASI Secretary of Programs and Services, and ASI programs advising staff in planning all ASI BEAT recruitment, selection, and training
• Oversee weekly meetings with all ASI BEAT chairs to review and evaluate program planning, develop new ideas, and establish strong mentoring relationships
• Initiate and lead collaborative programming and partnerships with other ASI departments, University constituents, and the surrounding communities
• Establish and maintain a network of student activities professionals for purposes of exchanging ideas, learning best practices, and program collaboration
• Participate actively in professional associations, committees, workshops and conferences that support the development of outstanding and innovative student union and other campus programming practices
• Present workshops on leadership, programming and related topics
• Perform other duties as assigned
QUALIFICATIONS

- Master’s degree preferred and Bachelor’s degree required in Student Affairs or Higher Education Administration, or closely related field;
- Minimum of five years’ experience in a student union/student activities-related position
- Experience managing large-scale campus events and concerts preferred
- Experience in managing organizational risk
- Three years’ supervisory, mentoring and advising experience
- Experience working with a leadership development program preferred
- Experience in budgeting, fiscal management and reporting
- Demonstrated ability to achieve assigned objectives within budget and desired time frame
- Demonstrated ability to work with a diverse student population and campus community
- Knowledge of and commitment to the principles of student development and learning
- Ability to manage multiple priorities, analyze and solve problems, draw valid conclusions and develop alternate recommendations
- Ability to motivate, mentor and work closely with students
- Ability to operate an office work station utilizing word processing, spreadsheet and other software
- Ability to communicate clearly and concisely both orally and in writing
- Ability to work in a fast-paced and dynamic environment
- Ability to satisfactorily complete a background check (including a criminal records check)

WORKING ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 35 pounds.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume and application to:
Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.
ABOUT ASI
Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE
ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

MANDATED REPORTING REQUIREMENT
In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.