





## Associated Students, Inc.

5154 STATE UNIVERSITY DRIVE, LOS ANGELES, CA 90032

- Must be able to take initiative and work well with limited direction from the supervisor.
- Must be able to work with, communicate, and interact effectively with others.
- Experience in planning, promoting and/or executing special events preferred.
  - Knowledge of Photoshop Illustrator, Photo Compression, LiveCycle Designer, HTML & XHTML, and Adobe Acrobat with experience in Drupal 6 Content Management preferred.

### DUTIES:

- Assist in the creation and development of ASI advertisement and promotional campaigns.
- Assist with ASI Marketing Distribution Plan.
- Assist in print production such as binding, trimming and mounting.
- Perform effective customer service, to include answering telephones.
- Maintain a clean and safe work environment.
- Maintain strict adherence to safety procedures.
- Assist in the planning, and execution, of major programs and events.
- Assist in event venue reservations and associated permits requests.
- Maintain the ASI Bulletin Board and unit storage area.
- Perform and attend events as assigned.
- Assist with recruitment of volunteer opportunities for Cal State LA students in ASI.
- Attend bi-weekly staff meetings.
- Other duties as assigned.

- Assist with reviewing and updating the website regularly to ensure that all content and design is current. Design interactive features such as site animation, surveys, and special effects elements, as requested, using applicable software applications, techniques, and tools.
- Assist in overall marketing efforts for A.S.I. including creative input, dissemination of promotional materials, and providing support to all areas in A.S.I.
- Production of A.S.I. general publicity materials including an annual brochure.
- Produce flyers, ads, posters, logos, and other appropriate items related to marketing.
- Work with A.S.I. staff and student leadership on publicity plans for each of the respective areas. Assist with the execution of the A.S.I. Marketing & Distribution Plan.
- Market and promote A.S.I. to students, faculty, staff, and alumni by utilizing all available campus resources.
- Maintain a master file of all publications, pertinent records, timelines for each event, including project planning information, facility requests, program descriptions and statistics, policies and procedures, etc.
- Update and maintain the A.S.I. web page.
- Review and update website regularly to ensure that all content and design is current.
- Develop online advertisements that correspond to promotional flyers, publications, and other printed materials produced by A.S.I.
- Work with the A.S.I. staff and student leadership to develop effective online marketing for Associated Students, Inc. individual programs and service areas.
- Produce monthly statistical reports regarding website traffic and user information.
- Execute security violation checks, reports, and enforce security policy.
- Attend the annual A.S.I. leadership retreats, generally three days in the summer and two days in winter.
- Conduct organizational assessments and surveys as assigned.
- Perform effective customer service, to include answering telephones and helping customers.
- Maintain a clean and safe work environment
- Maintain strict adherence to safety procedures. Coordinate and/or attend scheduled safety meetings.
- Attend weekly staff meetings.
- Perform other tasks as assigned by the A.S.I. Director of Programs and Leadership.
- Other duties as assigned.

### PREFERRED SKILLS AND QUALIFICATIONS:

- Proven leadership and organizational skills
- Able to schedule and prioritize multiple task and deadlines

Formatted: Font: Not Italic

Formatted: Font: 8 pt, Not Bold, All caps

Formatted: Line spacing: Multiple 1.15 li

Formatted: Right: -0.19", No bullets or numbering

Formatted: Left, Right: -0.19"

Formatted: Font: (Default) Avenir Black, 9 pt, No underline

Formatted: Font: Avenir Black, Bold

Formatted: Font: Avenir Medium, 9 pt

Formatted: Font: (Default) Avenir Medium, 9 pt

Formatted: Header, Right: -0.19", No bullets or numbering

Formatted: Font: (Default) Avenir Medium, 9 pt, Not Bold, No underline

Formatted: Font: (Default) Avenir Medium, 9 pt, Not Bold, Not Italic, No underline

Formatted: Font: Avenir Medium, 9 pt

Formatted: Right: 0.25", Position: Horizontal: 4.18", Relative to: Page, Vertical: -0.06", Relative to: Paragraph

Formatted: Right: 0.25"

Formatted: Font: Avenir, 8 pt, Bold

Formatted: Font: (Default) Avenir, 8 pt, Bold



## Associated Students, Inc.

5154 STATE UNIVERSITY DRIVE, LOS ANGELES, CA 90032

Formatted: Font: Not Italic

Formatted: Font: 8 pt, Not Bold, All caps

Formatted: Line spacing: Multiple 1.15 li

Must be able to work in a diverse and team-oriented environment.

Formatted: Font: (Default) Avenir Medium, 9 pt, Not Bold, No underline

Formatted: Font: Avenir Medium, 9 pt

- Positive attitude and a willingness to learn
- Ability to operate independently when making decisions and problem solving
- Has the ability to interact effectively in a one-on-one setting with staff and customers
- Proven leadership and organizational skills
- Positive attitude and a willingness to learn
- Ability to multi task
- Ability to operate independently when making decisions and problem solving
- Ability to work in a diverse environment
- Has the ability to interact effectively in a one on one setting with staff and customers

Formatted: Right: -0.19"

Formatted: Justified, Indent: Left: 0", Right: -0.19"

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

### An Equal Opportunity/Title IX Employer

Formatted: Font: (Default) Avenir Medium, 9 pt, Not Bold

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

Formatted: Font: (Default) Avenir Medium, 9 pt

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job duties when this does not cause an undue hardship.

If you are interested in applying for this position please submit your application with a resume to [A-S-I-ASI](#) Administrative Office, 2<sup>nd</sup> Floor, University-Student Union Room 203 during office hours. If you have any questions please call us at 323-343-4778. If you are interested in applying for this position please submit a cover letter, resume and application to A.S.I. Administrative Office, U-SU 203 during office hours. If you have any questions please call us at 323-343-4778.

Formatted: Right: -0.19", Line spacing: Multiple 1.15 li

Formatted: Font: (Default) Avenir Medium, 9 pt

Formatted: Font: (Default) Avenir Medium, 9 pt

Formatted: Font: Avenir Medium, 9 pt, Not Bold, Superscript

Formatted: Font: (Default) Avenir Medium, 9 pt

Formatted: Font: (Default) Avenir Medium, 9 pt

Formatted: Default Paragraph Font, Font: (Default) Avenir Medium, 9 pt, Not Italic

Formatted: Default Paragraph Font, Font: (Default) Avenir Medium, 9 pt, Not Bold, Not Italic

Formatted: Default Paragraph Font, Font: (Default) Avenir Medium, 9 pt, Not Italic

Commented [Office4]:

Formatted: Default Paragraph Font, Font: (Default) Avenir Medium

Formatted: Font: (Default) Avenir Medium, 9 pt

Formatted: Right: 0.25", Position: Horizontal: 4.18", Relative to: Page, Vertical: -0.06", Relative to: Paragraph

Formatted: Right: 0.25"

Formatted: Font: Avenir, 8 pt, Bold

Formatted: Font: (Default) Avenir, 8 pt, Bold