

## ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

### **Position: ASG Event Coordinators I and II**

**Pay:** \$18.50 per hour – 16 hours weekly

**Basic Functions:** The Event Coordinator develops and conducts events on campus for the social, educational and cultural enrichment of the student body. Event Coordinators also work closely with staff and faculty in addition to ASG Staff to develop college-wide events (e.g., Dr. King Celebration, Disability Awareness Day) as needed and may serve as the Master of Ceremony.

### **Specific Duties and Responsibilities**

- a. Develop and deliver student social and educational events on campus with emphasis on Student Learning Outcomes (SLO's)
- b. Assist student organizations and clubs with planning events
- c. Co-create on-campus promotion and advertising of ASG events in collaboration with the ASG Public Relations officer
- d. Promote events through flyers, classroom visit, word of mouth and social media
- e. Assist existing clubs in their success and organizing/holding quarterly club fairs
- f. Create new programming opportunities around the areas of diversity and inclusion
- g. Provide information on upcoming events at ASG meetings

### **Requirements of every ASG Officer:**

- Show up to work on time and work all your scheduled shifts
- Check your ASG email at the start of each workday
- Chair the General Assembly, Executive and President's meetings
- Attend bi-weekly 1-on-1's with the ASG Advisor
- Initiate and complete one major project per year
- Actively serve on councils and committees as assigned and report on them at Executive meetings
- Turn in unofficial transcripts and schedules during the first week of each new quarter
- Recruit a replacement for your position at the end of your term
- Perform classroom visits with VP's as needed/requested
- Attend and assist with New Student Orientation
- Chair committees as requested/needed
- Participate in all ASG events
- Distribute marketing materials for CLA and ASG events across all campuses
- Attend summer training and CUSP Student Leadership Conference
- Review meeting minutes prior to upcoming meetings
- Help other ASG executives as needed
- Secure a secondary responsible person (with access to all your information) for all activities/events you have responsibility on, in the case you are unavailable
- Archive your work in the form of a legacy folder