**Associated Students, California State University, Northridge, Inc.**

**Student Assistant – A.S. PRODUCTIONS (PRODUCER)**

**DEPARTMENT:**  Student Leadership

**JOB TITLE:** Producer

**HOURS:**  up to 20 hours maximum per week; including event hours

**CLASSIFICATION: Class III**

**COMPENSATION:**    Between $10 - $13.50/hour depending on Student’s experience

**POSITION DESCRIPTION:** Student Employee

**DUTIES** Under the general supervision of the Coordinator for Student Leadership, Producers perform a variety of skilled tasks requiring previous experience and or specialized education or performs work requiring considerable discretion in judgment and decision making idanishncluding responsibility for coordinating the work of a group of lower level student employees, and non-routine tasks that require considerable on-the job training and/or specialized skills. Frequently jobs require discretion in judgment and decision making. Employees work both independently and as part of an assigned work team on major event creation, production and evaluation including, but not limited to, the following events:

* + - * + Big Show
				+ Annual Comedy
				+ Annual lecture event
				+ Big Politics
				+ Summer Movie Series (every Thursday afternoon/evening June through August)
				+ Final Flips (week before finals each semester)
				+ We The People Fall political fair
				+ Earth Fair
				+ AS Banquet
				+ Event consultation/production for all A.S. departments
				+ Attends weekly staff meeting (1.5 hours)
				+ Attends weekly one-on-one (.5 hours)
* Oversees budget related to programs as assigned
* Recruits, trains and works with a minimum of two volunteer assistants
* Participates in leadership/skill trainings as assigned..

**SPECIALIZED SKILLS/TRAINING REQUIRED**

* + - * **Students hired into this position are required to pass the campus safe driver training program and become certified to drive an electric cart on campus.**
			* **Sexual Harassment training for supervisors – required training.**
			* **Basic First Aid – required training**
			* **Safe back and lifting on-line course – required training**

**SKILL DEVELOPMENT:** Student employees in this position will learn and practice the ability to:

* Work with a team of student and professional colleagues in a professional event production environment, Practice professional-level work skills and behaviors.
* Train and mentor the work of peers in volunteer positions within Productions.
* Provide professional-level event consultation services to department and campus colleagues.
* Manage key records and processes of the Associated Students

**PERCENTAGE OF TIME:** Event Production 75%

 Supervision and training of volunteers 10%

 Program budget related tasks 5%

 Skill and leadership training/development 5%