ASSOCIATED STUDENTS

PRODUCTIONS

Graduate Assistantship – AS Productions

Position Description

DEPARTMENT: Productions
FOCUS: Programming Major Events
LEVEL OF ASSISTANTSHIP: First and Second year

POSITION DESCRIPTION: The AS Productions graduate assistant works alongside the Program Coordinator and advisement throughout the Productions area. They assist AS Productions with major programs, particularly those related to major lectures and concerts. They will work with the student leadership graduate assistant and any events related to Student Leadership Programming. They assist with major programs including Big Show, Earth Day, Sol Fest, Big Lecture, and the End of Year Celebration.

RESPONSIBILITIES: Under the direction of the Program Coordinator and in cooperation with the student leadership responsible for these areas.

AS Programming Intern AS Productions graduate assistant will:

• Assist in the design, execution and assessment of AS Productions retreats; initial orientation and training programs for student Producers, Assistant, and Event Staff
• Assist with one-on-one and group assessment and advising of student Producers and Assistants, and the design and provision of published and on-line materials to assist Producers and Assistants in the successful achievement of their personal and organizational objectives.
• Play a major role in the Big Show planning efforts, and advise a key show area.
• Provide co-advisement for the design, implementation, management and evaluation of major AS Productions Lectures programming.
• Co-advisite the process whereby students recruit, train, supervise and evaluate the work of student peer volunteers for each event.
• Act as lead for both the annual Earth Fair and Sol Fest.
• Participate in NACA Regional and National conferences as a student instructor/peer mentor.
• Attend and participate in professional development opportunities including, but not limited to: workshops, conferences, seminars
• Monitor and keep list of physical inventory of Production supplies and materials, and for keeping a full inventory list updated and available.
• Assist in Student Leadership activities including: Reboot camp, Senate Retreat, and Student Staff Development Day.
• May serve on Special Events committees
• Assists in promoting and hosting activities campus wide
• Stays up to date on event industry trends and shares new ideas with the Productions team.

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

Rev. 5/7/2019
• Work with a team of student and professional colleagues
• Develop, plan and implement a variety of leadership and activities-focused programs and resource delivery systems.
• Facilitate small and large group learning.
• Manage physical resources of a large student-focused department.
• Provision of programmatic, organizational and leadership skills and knowledge within a diverse environment.
• Basic evaluation and assessment techniques
• Provide appropriate and meaningful advisement designed to maximize achievement of targeted student learning outcomes

PERCENTAGE OF TIME:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Fair</td>
<td>20%</td>
</tr>
<tr>
<td>Sol Fest planning</td>
<td>20%</td>
</tr>
<tr>
<td>Big Show planning</td>
<td>20%</td>
</tr>
<tr>
<td>Retreat planning &amp; participation</td>
<td>20%</td>
</tr>
<tr>
<td>AS Productions advisement</td>
<td>20%</td>
</tr>
</tbody>
</table>

Qualifications:
• Must be currently enrolled as a CSUN student.
• Lift up to 30 pounds unassisted using proper lift techniques and safety equipment as trained
• Commit to and keep a regular schedule that includes early morning hours, and be punctual in the observance of that schedule.
• The ability to work with a check-list and make sure the items on it are diligently performed.

Location: USU-100

Hours: up to 20 hours per week; including event hours

Classification: Class IV

Salary Range: $14.50 - $18.50/hour
Effective 7/1/2019 $15.50 - $19.00/hour

Desired Major(s): any

Desired Class Level(s): Graduate School

Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.

Rev. 5/7/2019