WORKING JOB DESCRIPTION AND APPLICATION

Definition
Under the direction of the Summer Training Coordinator, the Program Board Summer Assistant (SA) is responsible for the general coordination of the various tasks of the Program Board Executive Committee. This position will be responsible for program planning, goal setting, and group facilitation.

Job Characteristics
SAs are required to be available up to 12 hours per week during the period of employment. SAs may take up to one class during the summer and have an additional part-time job so long as these commitments do not conflict with the SA position requirements. The SA must have the ability to work independently and with limited supervision. SAs will be housed at Beachside College for the term of employment.

Responsibilities
Within the on campus residence hall complex, Resident Assistants perform the following duties:

A. Administration
   • Work designated office hours, provide courteous service and follow standard office procedures.
   • Complete paperwork as necessary.
   • Provide tours for campus housing at Beachside College.
   • Staff the Beachside Service Center and perform administrative tasks as necessary.

B. Program Planning and Involvement
   • Collaborate with other Program Board Summer Assistants to plan Fall ’16 semester programs.
   • Determine Senate recruitment timeline for Fall Semester
   • Work with Residential Life staff to coordinate the College Senate program.
   • Help prepare and coordinate materials relevant to Residential Life focus areas.

C. Summer Orientation
   • Assist Residential Life staff at Summer Orientation programs as needed.
   • Serve as a point of contact for new students and their families at Orientation programs.

D. Fall Training Preparation
   • Meet regularly with Residential Life staff to prepare materials for Fall staff training.
   • Provide feedback for new and developing initiatives.
   • Prepare presentation material for Fall staff training regarding Program Board and other student leadership initiatives.

E. Staff Relations
   • Attend meetings and trainings as necessary with other staff members.
   • Develop and maintain a collaborative group working environment.
   • Follow basic principles of administrative line and staff relationships.
   • Provide general residential life administrative assistance within designated area.

F. Generally
   • Be available for and responsive to any unforeseen situation that may occur.
   • Accept other assignments as directed by the Summer Training Coordinator.

Compensation
Program Board Summer Assistants receive lodging in assigned campus housing and meals in the campus dining facilities (when they are open) for the term of their employment (May 23-August 19), as well as compensation for up to $12 hours per week at $10 per hour.
Please complete the following application and submit it to the Housing and Residential Life Office by 5 p.m. on Thursday, March 31, 2016. If you have any questions, please direct them to Matt Lewis at matthew.lewis@csulb.edu.

Name: ________________________________

Campus Address: ___________________________ Phone: ___________________________

Permanent Address: ________________________________

Telephone: _____________________________ CSULB ID# ___________________________

Present Class Standing: Fr So Jr Sr  Academic Major: _____________________________

Please check the position for which you are applying (select all that apply):

☐ President  ☐ Vice President  ☐ Secretary  ☐ Treasurer  ☐ Outreach Director  ☐ Marketing Director

EXPERIENCE: (please attach a separate sheet of paper if necessary)

1. Describe the skills/experience that you possess that will help you to be successful as a member of the Program Board Executive Committee. Please specifically address your skills in relation to your desired position.

2. Describe your ability to work with others from diverse backgrounds in order to achieve a common goal.
3. How would you go about building a sense of community and promoting a sense of pride on a campus comprised of a diverse group of students?

4. What are two priorities you hope to accomplish by being involved with the Program Board during the 2016-2017 academic year? Please be detailed and specific.

I understand that by applying for the Program Board Summer Assistant position that I am making a commitment to serve on the Program Board Executive Committee during the 2016-2017 academic year, and that my supper employment is dependent on that commitment.

Signature (please sign)  Date

SIGNATURE: I VERIFY THE ABOVE INFORMATION TO BE TRUE:

Signature (please sign)  Date
HRL Program Board Executive Committee Overview

The Housing and Residential Life Program Board is an organization that helps to foster leadership skills within all participants and strives to develop opportunities for community development among the three Residential Colleges. The four main objectives of the Program Board are to:

1. Aid in developing leadership skills in the student participants
2. Give all CSULB residents a formal avenue through which to raise concerns about the administration of the residential colleges
3. Create a means for students to advocate for one another within the residential structure of the university
4. Develop large-scale programming that reaches the diverse needs of CSULB’s residential population.

These goals are accomplished through the weekly meetings and planned events organized by the Program Board. Students are encouraged to be the impetus for change and community development within this model, while working with the Residential College staff.

Structure of Program Board Executive Committee

- President
- Vice President
- Secretary
- Treasurer
- Outreach Director
- Marketing Director

A. President
   1. Provide leadership, motivation, and direction to achieve goals determined by Program Board.
   2. Organize and preside over meetings, which include preparation of agendas.
   3. Serve as the official spokesperson for the Program Board.
   4. Assist Treasurer with budget development.
   5. Attend weekly meetings with the Program Board advisor.
   6. Fulfill duties of vacant positions until vacancies are filled.
   7. Represent Program Board at all Departmental and University functions.
   8. Aid in execution of all Program Board programming initiatives.

B. Vice President
   1. Perform duties of the President in their absence.
   2. Plan, in conjunction with the Program Board advisor, all leadership trainings & retreats.
   3. Conduct the Program Board selection/election process for vacant positions during the spring semester and as necessary.
   4. Solicit and develop proposals for major community improvement.
   5. Perform a tour with Maintenance each term where minor suggestions for community improvements are given.
   6. Aid in execution of all Program Board programming initiatives.

C. Secretary
   1. Be responsible for keeping the records of all Program Board business and events.
   2. Record and distribute the minutes of all Program Board meetings.
   3. Keep all correspondence of the Program Board.
   4. Work with the Marketing Director to maintain the Program Board website and Social Media accounts.
   5. Secure facilities for all meetings.
   6. Manage all programming forms which include proposals and evaluations.
   7. Aid in execution of all Program Board programming initiatives.
D. **Treasurer**
1. Develop a budget for the Program Board.
2. Be responsible for the proper accounting of receipts and disbursements of the Program Board.
3. Manage the budget allocation process.
4. Communicate with all parties requesting funding from the Program Board.
5. Report on the financial condition of Program Board, including all revenues and expenditures at every meeting.
6. Aid in execution of all Program Board programming initiatives.

E. **Outreach Director**
1. Work with the College Senate representatives and other Program Board members to generate a department-wide programming plan for each semester based on the group’s vision and goals.
2. Meet regularly with representatives from the College Senates to maintain productive relationships and to communicate initiatives.
3. Work with Vice President to coordinate all training initiatives with the College Senates.
4. Work with the Marketing Director to compile annual programming report.
5. Aid in execution of all Program Board programming initiatives.

F. **Marketing Director**
1. Maintain the Program Board website and Social Media accounts.
2. Coordinate publicity for all Program Board programs and events to be distributed throughout campus.
3. Maintain a programming calendar that is inclusive of all Program Board initiatives and Senate Programs.
4. Work with the Outreach Director to compile annual programming report.
5. Aid in the execution of all Program Board programming initiatives.