



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Events Assistant

**Position Department:** A.S. Events

**FLSA Status:** Non-Exempt

**Full/Part-Time:** Part-time, Student

**Compensation:** \$17.00

**Reports To:** Events Coordinator

Click [here](#) to apply!

### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Events Assistant is responsible for assisting and/or leading the creation, coordination, and execution of core A.S. events and partnership events. This includes, but is not limited to: brainstorming and researching event ideas; writing and planning timelines, event schedules, staffing plans and supply lists; drawing site maps; coordinating event details; promoting and marketing events; loading, transporting, setup and cleanup of event equipment; and event evaluation and record keeping. This position will also assist with department administration and outreach to the University and local community.

### **Essential Functions:**

- Brainstorm and research event ideas.
- Assist with writing and drawing event plans.
- Assist with booking venues and obtaining permits.
- Participate in event evaluation, surveying, and data compilation.
- Maintain event project files and records.
- Assist with department administration (i.e. office and equipment organization, filing, cleaning, maintaining a safe work environment).
- Assist with transportation, setup, cleanup and maintenance of event equipment.
- Create signage, decorations, props and graphics.
- Participate in department staff meetings, organization-wide trainings and development activities.
- Work with University and community partners in a positive and professional manner
- Partner with A.S. Marketing staff to brand and promote events.
- Work with event volunteers and staff in a positive and courteous manner.

### **Knowledge, Skills, And Abilities:**

- Requires excellent time management and planning skills.

- Requires excellent verbal and written skills.
- Requires patience, confidence, and a helpful, courteous and professional attitude when working with staff, vendors, partners and volunteers.
- Ability to handle multiple work priorities (e.g., organize and plan work and projects).
- Ability to work in a team environment.
- Ability to operate digital camera, copier and fax machines.
- Must be proficient in Microsoft Office applications.
- Graphic design, media, and web development skills are a plus.
- Good handwriting is a plus.
- Previous experience with general hardware is a plus.

### **Work Environment, Hours, and Physical Demands**

- This job operates in an office environment, outside, and at event venues and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work may be required as job duties demand.
- Must be able to lift and carry office or event products or supplies up to 40 pounds.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

### **Required or Preferred Education and Experience**

- Must be a matriculated SJSU student.
- Hospitality Management, Recreation, or Marketing majors are preferred.
- Previous event planning and leadership experience preferred.

### **Notes to Applicants**

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

### **Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until filled.

Click [here](#) to apply!