

Assistant Programming Coordinator

University Housing and Food Service
2009-2010

Job Specifics:

- \$8.85 per hour
- 20 hours average per week

Qualifications:

- Must have a demonstrated interest in student leadership and event planning.
- Must have lived in University Housing for at least one year
- Must have served in a leadership role with University Housing and Food Service or CSU, Chico
- Ability to work nights and some weekends, a flexible schedule will be important
- Self-motivated and able to work well independently
- Highly organized and creative
- Excellent communication and leadership skills
- Disciplinary good standing with the University
- Must be in good academic standing (at least cumulative GPA of 2.0)
- Must be enrolled in at least 6 units at CSU, Chico

Job Description:

This position reports to the Coordinator for Residential Life Programming and will involve constant communication with UHFS professional staff, Prime Time Productions (PTP) team members, resident advisors, and other student leaders.

The Assistant Programming Coordinator's (APC) primary responsibility is to co-supervisor the 4 member team of PTP. The APC is also expected to provide a variety of special events and entertainment programs for residence hall students. These events are meant to entertain and educate students on topics or genres that they may not normally be exposed to. Programs could include, but are not limited to: Getting Connected, Spirit Week, Welcome Back Week, Homecoming, Comedians, Game Shows, Magicians, Hypnotists, Musicians, Movies, BBQs, Ice Cream Socials, Pool Parties, Coffeehouse events. The APC will be responsible for all PTP event evaluations, both by providing them at the event and tallying them up after the event

The APC will assist in the coordination of other creative forms of promotion for events. The APC is expected to assist with the creation and distribution of posters in assigned buildings. The expectation is that this happens at least once a week, if not more often. Overall, the team will work together to see that all students are aware of events.

The Assistant Programming Coordinator is expected to attend fall and winter resident advisor training retreats. This position is also responsible for the coordination of Leadership and the end-of-the-year Leadership Recognition banquet. Additional responsibilities include creating and distributing a programming newsletter, organizing and implementing a RA programming workshop series, and maintaining the Lassen programming resource room.

The APC must attend and lead scheduled weekly PTP meetings and hold a minimum of 5 office hours. The APC is responsible for notifying the Coordinator for Residential Life Programming if they will miss work for ANY reason. No more than two unexcused absences will be permitted. If the APC exceeds the limit of two unexcused absences then they will be placed on probation. After notice of probation, one more absence will lead to dismissal from the position.

Weekly meetings with the Coordinator for Residential Life Programming are expected as well as attendance at any other campus meetings, committees, or conferences that involve program planning.

Applications:

Applications are available at the University Housing and Food Service Office located on the corner of Legion Ave and W. Citrus Ave.

All candidates will be notified in person.

Interested? Questions? Please feel free to email
Chad Disharoon, PTP Advisor @ kdisharoon@csuchico.edu

Review of applications will start March 2nd. Interviews will start March 3rd and will continue until position is filled.

You will be contacted if selected for an interview.



UHFS

2009 - 2010

Assistant Programming Coordinator Application

Review of applications will start March 2nd. Interviews will start March 3rd and will continue until position is filled.

All applications should be given to Chad Disharoon in the UNIVERSITY HOUSING and FOOD SERVICE OFFICE (behind Shasta Hall)

Benefits of being the Assistant Programming Coordinator include:

- Paid position (\$8.85/hr. up to 20 hours a week)
- Earn one academic unit (1.0) (HCSV 189A)
- Priority registration
- Priority Housing if you want to live in University Housing (not required)
- Working with Prime Time Productions team
- Working with quality performers, talent agencies, and other entertainment entities
- Free shirts, meals, and lots of other goodies
- Attending conferences:
 - November 2009, NACA West
 - February 2010, NACA Nationals
- Getting to know residents and members of other student organizations and campus departments
- Gain transferable skills including organization, communication, and event planning

Position Requirements:

- Must have a demonstrated interest in student leadership and event planning.
- Must have lived in University Housing for at least one year
- Must be in good academic standing (at least cumulative GPA of 2.0)
- Must be enrolled in at least 6 units at CSU, Chico
- Must be in good disciplinary standing
- Ability to work nights and some weekends, a flexible schedule will be important
- Self-motivated and able to work well independently
- Highly organized and creative
- Excellent communication and leadership skills

Assistant Programming Coordinator Application
2009-2010

Please turn in application ASAP to
Chad Disharoon in the University Housing and Food Service Office.
Application review will begin March 2nd and will continue until all positions are filled.
Interviews will start March 3rd.

Please provide the APC Selection Committee with the following information. You may create your own format, but it must legible. The questions that follow are designed to collect information about your background, your interests, and your future plans.

Name: _____ Mailing Address: _____

Cell Phone #: _____ Email: _____

Wildcat ID #: _____ Current GPA: _____

Please attach your answers on a separate sheet to the following questions:

1. List activities, school or non-school related, in which you have been involved, or activities that you are proud of and have made a difference in your life.
2. In 350 words or less, please analyze the role the APC should play in the residence halls. This essay should reflect your experiences from your life, opinions you have developed and reasons supporting these opinions.

Resumes and letters of intent are encouraged, but are not required.

Letters of Evaluation:

Please provide two letters of evaluation. See Independent Evaluation form.

You will be contacted if selected for an interview.

All candidates will be notified in person.
Interested? Questions? Please feel free to email
Chad Disharoon, PTP Advisor @ kdisharoon@csuchico.edu

INDEPENDENT EVALUATION OF APPLICANT

Name of Applicant _____
Last First

Instructions:

One form should be completed by an individual, of the applicant's choice, in each of the following categories. Only one category per individual. (Please check the appropriate space):

___ An individual who can discuss the applicant's potential for leading students and who can attest to the applicant's character.

___ A faculty member who can attest to the applicant's academic and leadership potential.

The student named above has applied for consideration for the 2009-10 Assistant Programming Coordinator at CSU, Chico. This position plans residence hall events, manages a programming resource room, supervises Prime Time Productions 5 member program board, plans a leadership retreat, and a leadership banquet. The selected individual will also be working 20 hours a week and will be paid an hourly rate.

To assist in the interview process, the students and administration of UHFS would like your candid evaluation of this applicant's personal characteristics, potential for leadership and motivation.

Your evaluation will become part of the applicant's confidential file, intended for use by the APC Selection Committee,

Name: _____

Title: _____

Length of time you have known the applicant: _____

In what capacity have you known applicant: _____

Please use the other side of this form for your evaluation of the applicant or attach a separate letter of recommendation.