

Programming Board Student Assistant Position Description

2026 - 2027 Academic Year

Appointing Department	Supervised by
Student Housing and Residential Life	Assistant Director of Programming and Engagement
Compensation	Hours Per Week
Hourly Wage - \$16.90/hour	15-20
Length and Terms of Appointment	Contact
August 3rd, 2026 through maximum four (4) days after Commencement, as set forth in the academic calendar published by Cal State, Monterey Bay. Terms and Conditions with specific dates are provided with the appointment offer.	SHRL Selection Team shrlselection@csumb.edu

Position Summary

The Student Housing and Residential Life **Programming Board Student Assistants** are responsible for working with the Assistant Director of Residential Life for Programming and Engagement and the Residential Life team in the planning, execution, and assessment of large-scale events and programming initiatives. The Programming Board will assist in developing programs that engage students and foster a sense of belonging on campus and within the residential communities. This highly collaborative role aims to increase student engagement in campus traditions, create new events, and work with various campus organizations to increase student engagement.

Requirements of the Position

Cal State Monterey Bay Enrollment

All applicants for this position must have attended California State University, Monterey Bay for one (1) semester and have completed two (2) semesters at the start of their appointment. Enrollment in the appropriate amount of credit earning units (CEUs) must be met while appointed to the Marketing Content Student Assistant position.

- **Undergraduate Students**
 - **Full-Time Status: Minimum 12 units per semester** and no greater than 18 units per semester.
- **Graduate Students**
 - **Full-Time Status: Minimum 8 units per semester** and no greater than 11 units per semester.

Grade Point Average (GPA): GPAs evaluated will include **only** the applicant's CSUMB GPA.

- **CSUMB Semester GPA:** 2.5 undergraduate, 3.0 graduate
- **CSUMB Cumulative GPA:** 2.5 undergraduate, 3.0 graduate
 - **Prior to Appointment:** Falling below the 2.5/3.0 GPA threshold may result in release from the position for New CAs prior to beginning the role.

- **Active Appointment:** Student leaders who are in active appointment for this position who do not meet this qualification after their first semester in the role shall be placed on an Academic Care and Support Plan. This status shall last no longer than one (1) academic semester and inability to meet this qualification the semester following shall result in the loss of position appointment.

Conduct Standing

All candidates and appointees must be and shall remain in **“good conduct standing.”**

- **No** current university or Residential Life Community Standards probation status.
- *Must abide by all state/federal laws, Executive Order 1098: Title V (Student Conduct Code) and all Student Housing and Residential Life Community Standards and CSU, Monterey Bay policies.*

Training and Time Commitment

All applicants and subsequent appointees in the Marketing Content Student Assistant role must be able to attend all required spaces necessary for position appointment, there will be **minimal exceptions**.

- **Monthly Recharge Meetings:** One day in the first of week of the month
- **Mandatory Staff Training:** Held the first two (2) weeks of August and the second week of January every academic year. It is expected that selected student assistants will make attendance a priority. If unable to commit to these dates, the appointment offer will be rescinded.
- **Occasional/Weekend Responsibilities:** This role supports Student Housing marketing efforts through content creation, photography, video coverage, and participation in large-scale recruitment or community events. There will be times when the student assistant will need to work over the weekend or after hours (after 6 p.m.).
- This position is required to comply with confidentiality requirements outlined in the Department of Education’s Family Educational Rights and Privacy Act (FERPA) and California’s Educational Code Chapter 13 regarding sensitive student issues.
- All employees of SHRL are mandated reporters as well as responsible employees and are required to report any violation of Clery, Title IX, or FERPA
- This position is designated as a Campus Security Authority and will be required to participate in annual training immediately forward to the Clery Compliance Officer all reports of Clery Act crimes brought to their attention.
- Defensive Driver Training completion provided upon successful candidacy

Background Check

All staff selected will complete a background check and must successfully clear this screening in order to be appointed into this role.

Preferred Qualifications

Knowledge of office clerical procedures, customer service strategies, and Student Housing and Residential Life policies and procedures, with familiarity in Microsoft Office Suite, Google Suite, phone, and customer service skills, and a basic understanding of SHRL’s departmental mission.

- Work independently with little supervision.
- Communicate effectively both on the phone, via email, and in person
- Effectively manage multiple projects simultaneously
- Learn and independently implement routine clerical procedures
- Maintain organization in an often-busy office
- Work with diverse student populations
- Provide exceptional customer service, in accordance with SHRL policies and procedures

Position Responsibilities

- Assists in the planning and execution of large-scale, campus-wide, and residential community

programming throughout the academic year.

- The Programming and Involvement Board will host and/or collaborate on an average of 7 events per semester.
- Collaborates with Residential Life team members, CSUMB departments, local vendors, and university partners in the planning of campus programming.
- Active involvement in maintaining and promoting CSUMB campus traditions – both present and new.
- Proactive coordination of upcoming events and activities through weekly meetings with members of the Programming and Involvement Board.
- Assists in completing catering forms, space reservation requests, and other university procedures as needed for events and programs.
- Assists in maintaining the Programming and Involvement Board budget and planning student-focused and responsible expenditures.
- Assists in the recruitment of volunteers and the training of new Programming and Involvement Board members.
- Creates and leads any committees or volunteer meetings that are established.
- Represents Residential Life university-wide events and committee planning meetings, such as the Student Engagement and Wellness Collaborative.
- Assessment and critical evaluation of Programming and Involvement Board event successes and challenges.
- Assist in the coordination and maintenance of a Centralized Resource Room for student leaders within Student Housing and Residential Life.

Please Note: All creative content produced using departmental resources remains the property of Student Housing and Residential Life. The student assistant may also be assigned additional duties as needed.

PHYSICAL WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

The person in this position needs to regularly move about inside the office to access file cabinets and office equipment, as well as outside the office to assist with event coverage, outreach tabling, or on-site content collection and will be exposed to outdoor weather conditions.