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**POSITION PURPOSE**
Under the supervision of the Marketing & Events Manager, the Events & Equipment Associate is responsible for assisting and/or leading in the creation, coordination, and execution of core A.S. annual events, regular events, and partnership events. These include, but are not limited to: brainstorming and researching event ideas; writing planning timelines, event schedules, staffing plans and supply lists; drawing site maps; coordination of event details; promoting and marketing of event; loading, transport, setup and cleanup of event equipment; event evaluation and record keeping. This position will also assist in department administration and outreach to the University and local community.

This person is also to take lead on the A.S. Equipment Rental Program. Including, but not limited to: tracking and generating reservations from student orgs and other SJSU groups who wish to borrow events equipment from the department; tracking and providing maintenance for issues with the department's equipment; and conducting inventory of event supplies.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**EDUCATION / EXPERIENCE**
- Must be a current SJSU Student.
- Public Relations, Hospitality Management, Theatre/Theater Tech, Marketing, Advertising or Recreation department majors are encouraged.
- Background in events, theatre, hospitality, marketing, public relations, advertising or recreation is desired.
- Requires excellent time management and planning skills.
- Requires excellent verbal and written skills.
- Requires patience, confidence, and a helpful, friendly and professional attitude when working with staff, vendors, partners and volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Coordinating (20%)**
   - Brainstorming and research of event ideas.
   - Assist with writing and drawing of event plans.
   - Assist with booking venues and obtaining permits.
   - Coordinating reservations for equipment rental.

II. **Organization and Maintenance (30%)**
   - Participation in event evaluation, surveying, and data compilation.
   - Maintaining event project files and records.
• Assisting in department administration (i.e. office and equipment organization, filing, cleaning, maintaining a safe work environment).
• Conduct inventory and maintenance for events supplies and equipment.

III. Execution (30%)
• Transportation, setup, cleanup and maintenance of event equipment.
• Creating signage, decorations, props and graphics.
• Update reservation forms and policies as needed.
• Assist student organizations and other SJSU groups with equipment rental logistics.
• All other duties as assigned.

IV. Communication Skills (20%)
• Participation in department staff meetings, organization-wide trainings and development activities.
• Working with University and community partners in a positive and friendly manner, including communications with student organizations and SJSU groups who need to rent equipment.
• Working with A.S. Marketing staff to brand and promote event.
• Working with event volunteers and staff in a positive and friendly manner.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

• Ability to handle multiple work priorities, organize, plan work and projects.
• Ability to work in a team environment.
• Ability to operate digital camera, copier and fax machines.
• Ability to lift at least 40 lbs.
• Must be proficient in Microsoft programs; including Word, Excel, PowerPoint and Outlook.
• Graphic design, media, and web development skills are a plus.
• Good handwriting is a plus.
• Previous experience with general hardware is a plus.

GUIDELINES
This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. Employees also have a duty to report incidents of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking when they are on notice of them as set forth in CSU Executive Orders 1095, 1096, and 1097 We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

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 before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).
APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be on October 13th, 2017. The position will remain open until filled.

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