



Position Title ASI Presents Manager	Unit Associated Students, Inc. (ASI) (Presents)
Employee Name	Supervisor ASI Associate Director
Pay Status Exempt	Effective Date September 1 2021

<p>Department Summary</p> <p>Associated Students, Incorporated (ASI) is a 501(c)3 non-profit auxiliary. ASI prioritizes students' needs and advocates for them through lobbying. ASI provides significant services that improve the holistic educational experience that enables student success. ASI strives to foster an intentional and compassionate environment where everyone can be the most authentic version of themselves. ASI is committed to placing diversity, equity, inclusion, and belonging at the forefront of our culture in order to help individuals succeed.</p>
<p>Summary of Position</p> <p>This position serves as the professional advisor to ASI programming by providing oversight for planning, risk assessment/liability and execution of student-run events that enrich the quality of life on campus.</p>

Essential Functions of Position: This position establishes performance standards within overall policy or budgetary limits and had direct accountability for results regarding the following functions:

Percentage of Base Time	Description of Function
70%	<p><u>Event Planning and Implementation</u></p> <ul style="list-style-type: none"> • With student leaders, develops, plans, promotes and implements social, educational, and entertainment programs and initiatives that establish tradition and support campus-wide programming efforts. • Provides oversight and professional perspective to the students involved in campus programs, events, and initiatives. • Construct an annual event calendar (50-60 events), reserving event spaces and collaborating with other departments around campus, as needed. • Oversee all vendor selection and contracts; maintain and balance event budget for each calendared event. • Responsible for assessing and mitigating event and program risks and potential liabilities. • Advise the student-programming department with booking, contracting, and scheduling for campus events. • Oversee set-up and break-down for each event coordinating with University staff as required • Supervise and evaluate part-time student worker performance during normal business hours and at late night and/or weekend events.
15%	<p><u>Event Asset Management</u></p> <ul style="list-style-type: none"> • Acquire, inventory and maintain event capital assets for lower future event costs and efficiencies (i.e., social media printer, cotton candy machine, storage space, event/office supplies, other small equipment/devices). • Dispose of excess, broken or outdated assets to raise funds for updated equipment and make most effective use of available storage. • Condense and correctly label excess supplies to facilitate stock use and turnover.



Essential Functions of Position: (continued)

Percentage of Base Time

Description of Function

10%

Student Regional Activities and ASI Brand Awareness

- Develop and maintain collaborative relationships with on and off-campus entities including, but not limited to the following: Campus staff, ASI Board of Directors, vendors and other key stakeholders as appropriate
- Build ASI brand awareness and recognition through service on volunteer committees and recognitions (awards etc) at regional conferences and events.
- Establish informal brand ambassadorship role with students and other departments through collaboration and participation in campus activities.
- Oversee student travel to/from regional conferences and events.

5%

Additional Duties and Responsibilities

- Recruit, hire, train, schedule, and mentor student employees and volunteers assisting with program areas under direct supervision
- Other duties as assigned by ASI management.

Scope of Responsibility

Contact with Others:

- This position requires contact with other people outside (including the public) and/or inside the department requiring a high degree of diplomacy and tact while dealing with and influencing others in all types of positions.

Staff Responsibilities

- This position supervises 4-6 part-time employees; in addition, this position supervises individual(s) that have 5 – 8 volunteers reporting to them
- Oversees work assignments, schedules and approves time records.
- Recommendations for selection as well as performance management including, but not limited to, disciplinary action and terminations of assignments are given serious consideration.

Problem Solving:

- The problems solved by this position are somewhat varied, but are often routine.
- The problems encountered by the incumbent relate to staff matters, contracts or other vendor documentation, event specifics, and/or budget.
- The incumbent using independent judgment supported by University rules, policies and procedures to solve problems. Information needed is normally available but additional information may need to be sought from the supervisor or other source if the usual solution alternatives do not fit the situation.

Decision-Making:

- Decisions made by the incumbent may affect the public, the University, and/or others outside and/or inside the incumbent's department.
- Errors related to incumbent decisions or error may be detected within ten (10) days if caught in the final document processing procedure.
- Improper decisions or errors can potentially result in fiscal and/or legal risk or additional time/costs required by ASI staff and/or vendors.



Minimum Qualifications

Education:

- Requires a Bachelor's degree in Student Affairs, Higher Education, Hospitality and Recreation, or Events Management or related field OR equivalent in related work experience. *Masters Degree in Student Affairs, Counseling or related field preferred*

Experience:

- Requires at least one (1-2) year of work experience in event management, hospitality or student affairs, preferably in a University or related setting
- Contract experience (review, writing, negotiation, execution)
- Risk assessment experience or completion of risk assessment training

Knowledge, Skills and Abilities

- Basic computers skills (Microsoft Suite, Google Suite)
- Knowledge of leadership development and conflict resolution
- Ability to perform physical tasks as described in Part 10
- Customer service skills

Licenses and Certifications:

- None required

Work Environment: The following time definitions apply below: *Regularly* (over 70%); *frequently* (41% - 70%); *occasionally* (16% - 40%); and *rarely* (1% - 15%).

Physical Requirement

This position involves frequently sitting, talking, hearing and standing. Occasionally, grasping, feeling attributes of objects, pushing, walking, reaching with hands/arms, repetitive wrist/hand/finger movement, stooping, kneeling, crouching, and/or crawling, is required. Driving, climbing, balancing, and/or operation of mechanical equipment may rarely be required.

Position requires regular lifting and/or pushing up to ten (10) pounds; frequent lifting and/or pushing up to 35 pounds; occasional lifting and/or pushing up to fifty (50) pounds; and rarely to lift and/or push 51 pounds or more.

Visual Requirements

Position requires clarity of vision at 20 feet or more as well as at 20 inches or less. Precise hand-eye coordination and three-dimensional vision is required as well as ability to judge distance and to identify and distinguish colors is also required (up to 20% of the time in each instance.)

Environmental Conditions

This position is generally exposed to moderate noise (office equipment, building noise and power tools during event set up).

Work is performed in varying environments including occasionally in climate-controlled work environment as well as in outdoor or non-climate controlled work areas. The work may include exposure to loud noise from amplified sound and inclement weather (heat and cold) on occasionally when outdoor activities such as events and concerts are required.

Mental Activities

During a typical workday, this position requires concentrated attention in reviewing contracts, approving timecards, and reviewing support documentation for events.