Associated Students, California State University, Northridge, Inc.
Graduate Assistantship – AS Production

DEPARTMENT: Student Leadership
FOCUS: Programming Major Events
LEVEL OF ASSISTANTSHIP: First and Second year
HOURS: 20 hours max
APPOINTMENT DATES: Open
COMPENSATION: $14/hour at a maximum of 20 hours per week.

POSITION DESCRIPTION: The AS Productions graduate assistant works alongside the Program Coordinator and advisement throughout the Student Leadership area. They assist AS Productions with major programs, particularly those related to major lectures, comedy and concerts. They will work with the student leadership graduate assistant and any related to Student Leadership Programming. They assist with major programs including Earth Day, the AS Fair, and the annual awards banquet as well.

RESPONSIBILITIES: Under the direction of the Program Coordinator and in cooperation with the student leadership responsible for these areas.

AS Programming Intern AS Productions graduate assistant will:

- Assist in the design, execution and assessment of AS Productions retreats; initial orientation and training programs for student programming boards and volunteers; act as part of the retreat team for all A.S. Senate retreats.
- Assist with one-on-one and group assessment and advising of student leaders, and the design and provision of published and on-line materials to assist student leaders in the successful achievement of their personal and organizational objectives.
- Assist in Big Show planning efforts, and advise a key show area.
- Provide co-advisement for the design, implementation, management and evaluation of major AS Productions Lectures and Comedy programming.
- Co-advise the process whereby students recruit, train, supervise and evaluate the work of student peer volunteers for each event.
- Act as lead for both the annual Earth Fair and Squirrel fest.
- Participate in NACA Regional and National conferences as a student instructor/peer mentor.
- Monitor and keep list of physical inventory of Production supplies and materials, and for keeping a full inventory list updated and available, and working with the Director on ordering new supplies.
- Act as a key part of the Student Leadership Team along with another graduate interns, one undergraduate intern and the AS Central Office staff.
- May serve on Special Events committees
- Assists in promoting and hosting activities campus wide
- Develops new resources, and marketing resources to student leaders

SKILL DEVELOPMENT: Student interns in this position will learn and practice the ability to:

- Work with a team of student and professional colleagues
- Develop, plan and implement a variety of leadership and activities-focused programs and resource delivery systems.
- Facilitate small and large group learning.
- Manage physical resources of a large student-focused department.
- Provision of programmatic, organizational and leadership skills and knowledge within a diverse environment.
- Basic evaluation and assessment techniques
- Provide appropriate and meaningful advisement designed to maximize achievement of targeted student learning outcomes

PERCENTAGE OF TIME:

Earth Fair and Banquet	30%
Squirrel Fest planning	20%
Big Show advisement	20%
Retreat planning & participation	20 %
AS Productions advisement	10%