



Coordinator I - Craft Center 3-year Temporary

Definition and Purpose

Under the direct supervision of the Director - ASI Programs and Services, the Coordinator I - Craft Center is responsible for overseeing the day-to-day operations of the ASI Craft Center, including the planning, execution, assessment, and risk management of ASI Craft Center programs and studios. Certain non-specialized Coordinator duties and assignments are fluid and are periodically reviewed and revised based on program philosophy, professional development, and staff needs.

Additionally, all ASI employees are responsible for upholding the core values of the organization including but not limited to exhibiting professional behavior, acting as a role model to others, displaying a positive and cooperative attitude, communicating effectively, developing expert knowledge in area of specialization, and working together as a team.

Educational and Qualifying Experience, Skills, Licenses, Credentials

Educational/License/Credential Requirements

- Graduation from a four-year college or university (8 years applicable experience may be substituted for educational requirement).

Experience Requirements

- Minimum three (3) years' experience, five (5) years preferred that demonstrates the ability to perform the essential functions of the job.
- One (1) year preferred of professional student services experience.
- Experience in program planning preferred.
- Experience in budgeting and fiscal management.
- Supervisory experience required.

Knowledge/Skill Requirements

- Working knowledge of correct English grammar, spelling, and punctuation.
- General knowledge of office methods, equipment, procedures, and practices.
- Knowledge of Windows-based computer systems.
- Ability to effectively communicate both orally and written; strong public speaking ability.
- Demonstrated skills in group supervision/leadership.
- Ability to gather and analyze data in order to draw valid conclusions and make appropriate recommendations.
- Excellent organizational skills and the ability to coordinate multiple projects and meet deadlines.
- Working knowledge of safety standards, procedures, risk assessment and mitigation.
- Working knowledge and understanding of financial record-keeping methods, procedures, and practices.
- Awareness of student programming trends.
- Demonstrated ability to adapt to organizational, procedural, policy, and technological changes.
- Awareness of student programming trends.
- Ability to work well with diverse populations, campus entities, and those with special limitations or needs.
- Ability to establish and maintain a cooperative working relationship with staff, students, faculty and others.

Supervisory Responsibilities

- Directly supervise the Student Manager - Craft Center, Craft Center Student and Intermittent Instructors, and Frontline Services Student Assistants - Craft Center.
- Facilitate meetings, establish goals, and monitor day-to-day operations.

Essential Duties and Responsibilities

ASI Craft Center

- Develop and implement a dynamic programming schedule for the ASI Craft Center, ensuring a diverse range of activities that align with the interests and needs of the campus community.
- Oversee the day-to-day operations of the Craft Center, including purchasing, inventory, and point of sale administration.
- Ensure a safe and inclusive environment for all users while complying with safety and risk management protocols.
- Train and supervise student employees and instructors, providing guidance and support in their roles and ensuring they have the necessary knowledge and skills to perform the required duties of their position.
- Develop and oversee training programs for users on the proper and safe use of Craft Center equipment, tools, and materials, ensuring adherence to safety guidelines and protocols.
- Oversee Craft Center equipment, coordinating repairs, replacements, and purchases as needed to ensure a well-equipped and functional space.
- Foster a collaborative and inclusive environment within the Craft Center, encouraging cross-disciplinary interactions and promoting a sense of community among users.
- Stay informed about emerging trends, technologies, and practices in Craft Center programming, safety, and training, incorporating innovative approaches to enhance the Craft Center experience.
- Collaborate with campus departments, faculty, and student organizations to develop partnerships and facilitate collaborative projects that integrate the Craft Center into academic and co-curricular life.
- Develop and implement policies and procedures for Craft Center operations, safety, and risk management, ensuring compliance with relevant regulations and guidelines.
- Evaluate and assess the effectiveness of Craft Center programs, services, and operations, collecting feedback from users and stakeholders, and making recommendations for continuous improvement

Assessment

- Develop and execute assessment of programs and/or services for areas of responsibility including, but not limited to, setting and implementing goals, evaluating outcomes, and ongoing enhancement.
- Participate in the overall ASI assessment planning and goal setting.

Diversity and Inclusion

- Recommend and support practices intended to eliminate racial, gender, or any other form of bias in processes, policies, and procedures.
- Demonstrate awareness of one's own biases, comfort levels, and various aspects of diversity, equity, and inclusion (DEI).
- Demonstrate effort to understand each person's individual and collective role in creating inclusive environments.
- Commit to continuous learning/improvement in DEI and cultural competence.
- Work with director to review department's policies, procedures, & practices related to DEI and participate in addressing barriers identified.
- Collaborate with campus partners to provide events that support and promote diversity and inclusion.

Other Duties and Responsibilities

- Represent ASI on committees as appropriate.
- Attend and participate in meetings as necessary.
- Ensure continuous professional development.
- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI policy as a condition of their employment.
- Other duties as assigned.

Background Check

This position is subject to a background check (including criminal records) as well as National Address Locator (Social Security Number [SSN] Trace), 7-year County Criminal Search in each county and/or state the applicant lived in based on the SSN Trace, National Criminal Database Search, Name Search, Employment Verification (All employers in past 7 years) and Education Verification (Highest Degree). Credit Reports, Motor Vehicle Record Check and Professional License Verification may also be required based upon the essential functions of the position.

Salary Schedule

- Annual Pay Range: \$74,418.39 - \$119,069.42
- Annual Starting Salary: \$74,418.39
- Premium Overtime: No

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- Shift Differential: No
- Exempt

Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability Insurance
- Public Employees' Retirement System (CalPERS)
- Social Security (FICA)
- Paid State Holidays
- Vacation Time
- Sick Leave
- Personal Holiday
- Birthday Holiday
- Workers' Compensation Insurance
- Unemployment Insurance

Date of Last Equity Review: 1/1/2022

Date revised: 4/11/2024

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