



Associated Students, Inc.  
California State University, Los Angeles

**Description of Position**

**A.S.I. Senate Staffer**

Term of Office: One Academic Year  
Classification: Unpaid Position/Volunteer Internship

**GENERAL STATEMENT**

The A.S.I. Senate Staffer program gives Cal State LA students the opportunity to gain valuable experience navigating the university's system of shared governance. A.S.I. Senate Staffers promote committee positions, draft resolutions and policy proposals, assist in the planning of campus initiatives, act as additional student voices on critical university committees, and facilitate dissemination of information to the student body. Serving as an A.S.I. Senate Staffer is a great experience, but participation also requires a commitment to attend meetings regularly and to submit reports on a periodic basis.

**RESPONSIBLE TO:** Vice President for Academic Governance

**CONDITIONS OF OFFICE:**

Continued service in this position is dependent upon eligibility to hold office. Determination of eligibility is verified every term. Strict adherence to A.S.I. policy, University regulations and State and Federal law is expected in eligibility determination, failure to do so may be held as grounds for dismissal from office. The A.S.I. Vice President for Academic Governance with the approval of the Shared Governance Council can at any time, with a two week notice, terminate the term of office at will.

**ELIGIBILITY REQUIREMENTS:**

- Overall high school/prior college GPA of 2.0 (freshmen/transfer students)
- Must be in good standing with the University
- Must be enrolled in at least ~~69~~ semester units

**QUALIFICATIONS:**

- Ability to communicate clearly and concisely, both orally and in writing
- Proven leadership and organizational skills
- Positive attitude and a willingness to learn
- Ability to manage several projects at once
- Consistent initiative
- Computer skills with the ability to use a variety of software programs including, but not limited to, Microsoft Office and Outlook
- Ability to create and maintain accurate records of student interactions, and general work activities
- Ability to operate independently when making decisions and problem solving.

The successful candidate also must have the ability to: maintain a neat appearance as a representative of the Associated Students, Inc., handle multiple tasks simultaneously, set

Tel: (323) 343-4780

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[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

5154 State University Drive, Room 203  
Los Angeles, California 90032



priorities and meet deadlines in a rapidly changing environment, and exercise sound judgment.

### **PREFERRED SKILLS & KNOWLEDGE**

- Demonstrated professional work ethic
- Demonstrated effective interpersonal and communication skills
- Ability to type and transpose information accurately for forms and memo completion
- Ability to interact effectively in one-on-one setting
- Strong writing ability

### **DUTIES:**

- Attend biweekly planning meetings with Academic Senators
- Attend various university events as a representative of A.S.I.
- Attend all assigned committees
- Assist in the outreach to university-wide committees
- Assist in the outreach to administrative committees
- Assist in the research and re-evaluation of university-wide initiatives
- Assist in the design of polls and surveys
- Assist in the drafting of resolutions and policy proposals
- Solicit feedback from campus student body via polls, surveys, and one-on-one interactions
- Analyze data and build reports based on results
- Interview students to gather information
- Promote A.S.I. services and programs
- Communicate and interact cordially, politely, and professionally
- Complete incident reports for accidents, injuries, etc., as required
- Insure prompt and efficient customer service
- Learn and abide by A.S.I., University, and state employment practices
- Follow A.S.I. filing system for records, documents, etc.
- Other duties as assigned

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere committed to creating a community in which a diverse population can live and work in an environment of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

### **APPLICATION INSTRUCTIONS:**

Please submit an online application found on our website at <http://asicsula.org/about/apply> . Turn in a, resume, and cover letter into the A.S.I. Administrative Office, U-SU Room 203 by the deadline specified on the A.S.I. website.

If you have any questions give us a call at 323-343-4778 or email the A.S.I Vice President for Academic Governance at [asivpag@calstatela.edu](mailto:asivpag@calstatela.edu).

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