



Associated Students, Inc.

5154 State University Drive U-SU Room 203, Los Angeles, CA 90032

Phone: 323-343- 4780 Fax: 323-343-6415

Associated Students, Inc.
California State University, Los Angeles

Job Description

DIRECTOR OF PROGRAMS AND LEADERSHIP (MPP I)

Pay Range: \$37,704 - \$58,032

Work week Class: Exempt

Work Schedule: 5/40

GENERAL STATEMENT

Under the general direction of the Executive Director, the Director of Programs & Leadership is responsible for the overall coordination and support of all programming and leadership initiatives of the student government in providing enriching co-curricular activities which include general student activities, educational, cultural programs, and other events planned by the organization. The Director will specifically lead and nurture the leadership development components and needs of ASI through retreats & programs. This position will work closely with Student Organizations, the University-Student Union, the Center for Student Involvement, the Cross Cultural Centers and other programming organizations on campus.

This position will also assist with the day-to-day operations of the ASI Administrative Offices.

RESPONSIBLE TO: Executive Director

REQUIRED QUALIFICATIONS:

- Three (3) years of progressive responsible management experience in higher education administration, program planning, and leadership development required.
- Willingness to work with ethnically diverse and culturally pluralistic student body and staff.
- A Masters degree in Counseling, Student Development/Student Personnel, or Higher Education may be substituted for one year of experience.
- Knowledge of and skill in budgeting, fiscal management, and reporting.
- Excellent oral and written communication skills.
- Ability to motivate and work closely with students.
- Computer experience (PC, MAC, Microsoft, Excel, PowerPoint, PageMaker, Publisher, etc.)
- Excellent organizational and coordination skills.
- Experience in training and development preferred.

GENERAL DUTIES AND RESPONSIBILITIES

- The Director is responsible for the daily administration, supervision, and maintenance of the Programming area of ASI.
- Responsible for the coordination of ASI programs, services, and policies as provided for in the ASI Administrative Manual.
- Support and assist with ASI involvement in CSSA & Lobby Corp.
- Develops tools for and coordinates assessment and evaluation of ASI leadership and programming efforts through the ASI Leadership Portfolio Initiative with Executive Director Administrative Assistant. Conducts and prepares ASI's self-study.
- Oversees the recruitment, hiring, training, supervision, and evaluation of the staff and student assistants in the Programming area of ASI.
- Assisting in the planning and implementation of various activities and programs sponsored by ASI.
- Recruiting and training student volunteers.
- Supervises the staff responsible for providing logistical support for ASI planned activities.
- Interpreting and educating students on ASI fiscal policies, University policies, California Education Code and Title V of the State of California.
- Assisting with policy development and implementation via the Bylaws & Codes of Procedures Sub-Committee/JRC.
- Facilitating, promoting, and assisting with student recognition events.
- Serving as a liaison to campus-wide event planning committees.
- Preparing quarterly summary of evaluations of programs.



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- Oversee budgets and expenditures of programs and leadership activities.
- Serves as a liaison with Public Affairs, develops publicity strategies, and ensures that ASI events are well publicized.
- Oversee marketing and publicity needs of ASI.
- Maintain reports of all ASI programming events.
- Supervises the ASI Web & Graphic Designer and facilitates technology needs of the organization.
- Supervises the Programs Coordinators effort to support the Cheerleading Coach and Programming Advisor.
- Other duties as assigned.

An Equal Opportunity/Title IX Employer

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 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. Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job duties when this does not cause an undue hardship.

California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 51.5 percent Latino, 23.1 percent Asian, 15.3 percent Caucasian, and 9.5 percent African American. Our 21,051 students range in age from 15 to 80 years old - the average undergraduate age being 24.7.

Please feel free to visit the CSLA homepage at www.calstatela.edu and the Associated Students, Inc. homepage at www.calstatela.edu/asi.