



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 ASSISTANT EXECUTIVE DIRECTOR & CHIEF GOVERNMENT AFFAIRS OFFICER (MPP II)

Pay Range: ~~\$37,704~~ - \$58,032 - \$85,000

Work week Class: Exempt

Work Schedule: 5/40

GENERAL STATEMENT

Under the general direction of the Executive Director, the ~~Director of Programs & Leadership~~ Assistant Executive Director informs and advises the Executive Director, A.S.I. President, and the Associated Students, Incorporated Board of Directors on public policy matters on the state and federal levels that affect CSU students and public postsecondary education. The Assistant Executive Director shall provide support to the Executive Director, A.S.I. President and Board of Directors during all phases of the association's research, policy-agenda setting, advising, strategic planning, and management activities. In addition, the Assistant Executive Director is responsible for the ~~overall coordination~~ oversight and support of all programming and leadership initiatives of the student government ~~in which~~ providing enriching co-curricular activities ~~which include~~ general student activities, educational, cultural programs, and other events planned by the organization. The ~~Director Assistant Executive Director~~ will specifically lead and nurture the leadership development components and needs of ASI through retreats & programs. This position will work closely with the Center for Engagement, Service, and the Public Good, the Pat Brown Institute, California State Student Association, Alumni Association, Academic Senate, Student Organizations, the University-Student Union, the Center for Student Involvement, the Cross Cultural Centers and other policy-orientated and programming organizations on campus.

This position will also ~~assist with the day-to-day operations of the ASI Administrative Offices, serve as the acting Executive Director in his/her absence, supervising staff, assessing and assigning duties, determining courses of action, and serving as the organization's spokesperson. The Assistant Executive Director will also advocate for the Board's positions and priorities to agencies, individuals, coalitions, and other interest and advocacy organizations or entities involved in the public higher education policy.~~

RESPONSIBLE TO: Executive Director

REQUIRED QUALIFICATIONS:

- ~~Five~~ Three (3) years of progressive responsible management experience in higher education administration, program planning, ~~and~~ leadership development, and government relations required.
- Five (5) years of experience working in an educational, nonprofit, or government setting.
- Five (5) years of experience training or advising students.
- Ability to think critically on complex public policy issues – bills, Legislative Analysts' reports and White Papers.
- 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, or comparative focus with correlating work experience within the university construct. A certification or degree in Public Policy may be substituted for one year of experience.
- Knowledge of and skill in budgeting, fiscal management, and reporting.
- Knowledge of and skill in accessing government power centers, public budget processes, government data use and development.
- Knowledge of university processes and issues.



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- 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.
- Strong knowledge of Associated Students organizations highly preferred.
- Nonprofit experience preferred.

GENERAL DUTIES AND RESPONSIBILITIES

- Supervise daily administration and maintenance of the programming unit, leadership development curriculum, and government relations. The Director is responsible for the daily administration, supervision, and maintenance of the Programming area of ASI.
- Advise upon legislative affairs and assist with planning efforts in support of the Pat Brown Institute California State Student Association and California Higher Education Student Summit initiative.
- Manage and provide logistical support for regional, national and international leadership trainings, workshops and retreats.
- Direct grant writing efforts and funding/donation outreach in the public and private sectors.
- Responsible for the oversight/coordination of ASI programs, services, and policies, and government relations as provided for in the ASI Administrative Manual.
- Develop and support ~~and assist with~~ ASI involvement opportunities in conjunction with the Center for Engagement, Service, and the Public Good, California State Student Association, CSSA California State Higher Education Student Summit, Alumni Association, and lobbying efforts at the local, state, and nation level. & Lobby Corp.
- Develop and implement a public official engagement program, incorporating formal office visits, business meetings, and educational sessions.
- Develops ~~learning outcome~~ tools for and ~~coordinates~~ manage the assessment and evaluation of ASI leadership, and government/legislative, and general programming efforts through the ASI Leadership Portfolio Initiative with the Executive Director. ~~Administrative~~
- Assist the Executive Director with short and long-term strategic planning dealing with the association's government relations and communications.
- Develop short and long-term advocacy strategies to ensure the association accomplishes policy and statutory victories.
- ~~Assistant. Conducts and prepares ASI's self study.~~
- Train members and on-campus student groups to effectively research, monitor, advocate, and organize around higher education policy issues.
- Manage the association's e-advocacy systems, using technology to effectively engage students and encourage student engagement and political participation.
- Implement student voter registration and mobilization efforts.
- Direct and manage communications, including media relations, compose reports, letters, fact-sheets, resolutions, and press releases regarding the association's legislative positions and priorities.
- Oversees the recruitment, hiring, training, supervision, and evaluation of ~~the~~ staff and student assistants ~~in the Programming area of ASI.~~
- Assisting in ~~Oversee~~ the planning and implementation of various activities, and government relations programs, and leadership development opportunities sponsored by ASI.
- Manage the supervision, ~~r~~Recruitment and training of student volunteers and non-paid positions in ASI.
- Supervises the staff responsible for providing logistical support for ASI planned activities and leadership training development.
- Interpreting and educating students on ASI fiscal policies, University policies, California Education Code and Title V of the State of California.
- Advise ~~the~~ assisting with policy development and implementation via the Bylaws & Codes of Procedures Sub-Committee/JRC.
- Facilitateing, promoteing, and assistng with student, staff, administrator, alumni, and public official recognition events.
- Serveing as a liaison to campus-wide event planning and policy creation committees.
- InterpretPreparing quarterly summary of evaluations/assessment of programs and activities.



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- ~~Oversee budgets and expenditures of programs, and leadership activities, and advocacy efforts.~~
- ~~Serve as a liaison with Public Affairs, develop publicity strategies, and ensure that ASI events are well publicized.~~
- ~~Oversee the social media platforms, marketing and publicity needs of ASI with direction to student leaders on social media assignments and opportunities-~~
- ~~Maintain reports of all ASI programming events and leadership development initiatives.~~
- ~~Supervise the Programs Coordinator and supports his/her planning and advisement efforts.~~
- ~~Supervises the ASI Web & Graphic Designer/Marketing and Web Attendant and facilitates the technology needs of the organization-~~
- ~~Supervises the Programs Coordinators effort to support the Cheerleading Coach and Programsming Advisor, and direct his/her event support and program evaluation/assessment efforts.~~
- ~~Maintain relationships with elected/appointed officials and their representatives.~~
- ~~Assess human resources needs and create new position descriptions.~~
- 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 [GSLA-Cal State LA](http://www.calstatela.edu) homepage at www.calstatela.edu and the Associated Students, Inc. homepage at www.calstatela.edu/asi.