



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

ASSOCIATE EXECUTIVE DIRECTOR (MPP II)

Pay Range: \$43,620- \$139,488

Work week Class: Exempt

Work Schedule: 5/40

GENERAL STATEMENT

Under the general direction of the Executive Director, the Associate Executive Director is responsible for the management of the programming and leadership unit of the Associated Students, Incorporated and the administration of programs and initiatives with attention to education support and advancement, self and professional development, and legislative and cultural affairs. The Associate Executive Director will also oversee the design and implementation of a formal leadership curriculum that incorporates a summer retreat and quarterly trainings. In addition, the Associate Executive Director shall provide advisement and support to the Executive Director, A.S.I. President, and Board of Directors during all phases of the organization's agenda setting, strategic planning, and advancement/development activities. 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 serve as the acting Executive Director in their absence, supervising staff, assessing and assigning duties, determining courses of action, and serving as the organization's spokesperson. The Associate Executive Director will also act as the professional staff's A.S.I. Chief Government Affairs Officer and 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:

- A Master's degree in Counseling, Student Development/Student Personnel, 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.
- Five (5) years of progressive responsible management experience in higher education administration, program planning, leadership development, and government relations required.
- Five (5) years of experience training, counseling, or advising students (strong knowledge of Associated Students organizations highly preferred).
- Five (5) years of experience working in an educational, nonprofit, or government setting (educational/nonprofit preferred).
- Ability to think critically on complex public policy issues and review bills, legislative analyst's reports, and white papers.
- Knowledge of and skill in accessing government power centers, public budget processes, government data use and development.
- Experience in development training that connects university processes and issues.
- Knowledge of and skill in budgeting, fiscal management, and reporting.
- Excellent oral and written communication skills with organizational and coordination competence.
- Ability to motivate and work closely with an ethnically diverse and culturally pluralistic student body and staff.
- Computer experience (PC, MAC, Microsoft, Excel, PowerPoint, PageMaker, Publisher, etc.)



DUTIES AND RESPONSIBILITIES

GENERAL:

- Responsible for the oversight of A.S.I. programs, services, policies, and government relations as provided for in the A.S.I. Administrative Manual.
- Interpret and educate students on A.S.I. fiscal policies, University policies, California Education Code and Title V of the State of California.
- Supervise daily administration and maintenance of the programming unit, leadership development curriculum, and government relations.
- Oversee budgets and expenditures of programs, leadership activities, and advocacy efforts.
- Maintain reports of all A.S.I. programming events and leadership development initiatives.
- Interpret, edit, and publish a quarterly summary of the evaluation/assessment of programs, initiatives and activities.
- Direct and manage communications, including media relations, compose reports, letters, fact-sheets, resolutions, and press releases regarding the association's projects, positions and priorities.
- Direct grant writing efforts and funding/donation outreach in the public and private sectors.
- Oversee the social media platforms, marketing and publicity needs of A.S.I. with direction to student leaders on social media assignments and opportunities.

LEADERSHIP DEVELOPMENT:

- Manage and provide logistical support for regional, national and international leadership trainings, workshops and retreats.
- Develop and support A.S.I. involvement opportunities in conjunction with the Center for Engagement, Service, and the Public Good, California State Student Association, California State Higher Education Student Summit, Alumni Association, and lobbying efforts at the local, state, and nation level.
- Act as the A.S.I. training liaison to the Cal State LA Career Development Center, University Academic Advising Center, and University Writing Center.

GOVERNMENT RELATIONS:

- 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.
- Maintain relationships with elected/appointed public officials and their representatives.
- Develop and implement a public official engagement program, incorporating formal office visits, business meetings, and educational sessions.
- Develop short and long-term advocacy strategies to ensure A.S.I. accomplishes policy and statutory victories at the local, state, and federal level.
- Train members and on-campus student groups (e.g. Lobby Corps) 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.

SHARED GOVERNANCE:

- Advise upon policy oversight and development in the Academic Senate via the counseling of A.S.I. Academic Senators.
- Develop short and long-term advocacy strategies to ensure students share in the decision-making and governance of campus.
- Advise policy development and implementation via the Bylaws & Codes of Procedures Sub-Committee/JRC.

PLANNING:

- Oversee the planning and implementation of various activities, government relations programs, and leadership development opportunities sponsored by A.S.I.
- Assist the Executive Director with short and long-term strategic planning dealing with the association's government relations and communications.
- Develop learning outcomes and manage the assessment and evaluation of A.S.I. leadership, government/legislative, and general programming efforts through the A.S.I. Leadership Portfolio Initiative with the Executive Director.



Associated Students, Inc.

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

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

- Facilitate high-profile administrator, alumni, and public official recognition events and serve as a liaison to campus-wide major event planning teams.
- Develop publicity strategies and serve as a liaison to Public Affairs, University Times, and other university media outlets.

DIRECT PERSONNEL SUPERVISION:

- Oversee the recruitment, hiring, training, supervision, and evaluation of staff and student assistants
- Direct the supervision, recruitment and training of student volunteers and non-paid positions in A.S.I.
- Supervise the staff responsible for providing logistical support for A.S.I. planned activities and leadership training development.
- Supervise the Programs Coordinator and support their planning and advisement efforts.
- Supervise the A.S.I. Marketing and Web Attendant and facilitate the technology needs of the organization.
- Supervise the Programs Advisor and direct their event support and program evaluation/assessment efforts.
- Supervise the Graphic Designer and Marketing Coordinator and guide the A.S.I. branding and marketing strategy.
- Assess A.S.I. human resources needs and assist in the creation of new position descriptions as needed.

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 50.9 percent Latino, 23.3 percent Asian, 15.7 percent White, Non-Latino, 9.6 percent African American, and .5 percent American Indian. The university has a total of 15,352 undergraduates and 5,213 graduates. 62.8 percent of those enrolled are women, while 37.2 are men.

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