



Associated Students, Inc.  
California State University, Los Angeles

**Description of Position**

**A.S.I. Field Deputy**

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

**GENERAL STATEMENT**

The A.S.I. Field Deputy Program gives Cal State LA students the opportunity to work towards increasing campus pride. The A.S.I. Field Deputy promotes A.S.I. events, solicits participation in programs, and assists in the planning of campus initiatives. Serving as an A.S.I. Field Deputy is a great experience, but participation also requires a commitment to attend meetings regularly and to submit reports on a periodic basis.

**RESPONSIBLE TO:** A.S.I. College Representatives and Programs Coordinator

**CONDITIONS OF Office:**

Continued service in this position is dependent upon eligibility to hold office. Determination of eligibility is verified on a ~~quarterly~~semester basis. 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. Either the A.S.I. President, the A.S.I. Executive Director, or the Field Deputy can at any time, with a fourteen-day notice, terminate the term of office at will.

**LIGIBILITY 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 6 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 one given time
- Takes initiative on assignments
- Computer skills with the ability to use a variety of software programs including database and spreadsheets, including but not limited to, Microsoft Office and Outlook
- Ability to create and maintain accurate records of customer interactions, and general work activities
- Ability to operate independently when making decisions and problem solving.
- Takes dictation & transcription

Tel: (323) 343-4780

Fax: (323) 343-6420

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

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



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 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
- Interact effectively in one-on-one setting

#### **DUTIES:**

- Attend programming meetings with College Representatives
- Attend various university events as a representative of A.S.I.
- Assist in the outreach to college specific committees
- Assist in the outreach to college specific clubs and organizations
- Assist in the research and re-evaluation of college specific initiatives
- Assist in the formulation and execution of meeting and programming agendas
- Assist in the formulation and execution of proposals and initiatives
- Assist in the design of polls and surveys
- Solicit feedback from campus student body via polls, surveys and one-on-one interactions
- Analyze data and build reports based on results
- Interview (and record) 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 Monday, August 31, 2015.

If you have any questions give us a call at 323-343-4778.

Tel: (323) 343-4780

Fax: (323) 343-6420

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

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



Tel: (323) 343-4780

Fax: (323) 343-6420

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

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