



Associated Students, Inc.
 5151 State University Drive, Los Angeles, CA 90032
 Phone: 323-343-4778, Fax: 323-343-6420

Associated Students, Inc.
 California State University, Los Angeles

Job Description

A.S.I. Student Engagement & Outreach COORDINATOR

Pay Range: \$34,500 - \$58,032
 Work week Class: Exempt
 Work Schedule: 5/40

GENERAL STATEMENT

The A.S.I. Student Engagement & Outreach Coordinator is responsible in assisting the student government with providing enriching co-curricular activities and day-to-day operations of the A.S.I. Administrative Offices. The Coordinator will assist with a number of co-curricular programs which include general student activities, educational and cultural programs, and other events planned by the organization. This position will work closely with College Deans' offices, academic departments, student organizations, the University-Student Union, the Center for Student Involvement, the Cross Cultural Centers, Health Center, and other programming organizations on campus. This position will also lead and nurture the leadership development components and needs of A.S.I.

RESPONSIBLE TO: Director of Government Affairs & Leadership Programs & Executive Director

QUALIFICATIONS:

- A Master's degree in Counseling, Student Development/Student Personnel, or Higher Education may be substituted for one year of experience.
- Two (2) years' experience in student services and/or program planning required.
- Willingness to work with ethnically diverse and culturally pluralistic student body and staff.
- Knowledge of and skill in budgeting, fiscal management, and reporting required.
- Oral and written communication skills required.
- Ability to motivate and work closely with students required.
- Computer experience required.
- Organizational and coordination skills required.
- Experience in training and development preferred.

GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for the coordination of A.S.I. programs, services, and policies as provided for in the A.S.I. Administrative Manual.

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- Planning and implementation of various activities and programs sponsored by A.S.I.
- Responsible for managing, developing, and supporting the Cabinet of College Representatives in all their initiatives and programs.
- Manage and coordinate the A.S.I. General and Special Elections process from start to finish and serve as the A.S.I. Staff Advisor on the Judicial Review Committees.
- Serve as the A.S.I. Staff Advisor on the Cabinet of College Representatives Meeting.
- With the Director of Government Affairs & Leadership Programs and Leadership, develop and facilitate the leadership trainings and the summer retreat.
- Recruiting, training, and managing student volunteers.
- Interpreting and educating students on A.S.I. fiscal policies, University policies, California Education Code and Title 5 of the State of California.
- Facilitating, promoting, and assisting with student recognition events.
- Serving as a liaison to campus-wide event planning committees.
- Preparing summaries of evaluations of programs.
- Oversee budgets and expenditures of programs and activities.
- Oversee online and social media marketing and publicity plans for A.S.I. programs and events (i.e. General Elections, Service Learning Project Development with International Alternative Break, College Representatives, etc.).
- Maintain reports of all A.S.I. programming events (i.e. program proposals, event evaluations, and semester assessment of impact on the greater student community).
- Other duties as assigned.

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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 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 43.5 percent Latino, 20 percent Asian, 12.7 percent Caucasian, and 7.9 percent African American. Our 20,034 student range in age from 15 to 80 years old - the average undergraduate age being 25.

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