



Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

Phone: 323-343-4780 Fax: 323-343-6420

A.S.I. Director of Programs & Leadership

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 A.S.I. 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.

PERCENTAGE OF TIME SPENT ON ESSENTIAL FUNCTIONS

GENERAL PROGRAMMING – 28%

- Cabinet of Commissioners – advisement, administration, logistical support and evaluation reports
- Representatives-at-Large – advisement, administration, logistical support and evaluation reports
- Lobby Corps – advisement, administration, logistical support and evaluation reports
- Student Recognition Events – management of administration and logistical support

LEADERSHIP DEVELOPMENT – 27%

- New Member Orientation – advisement, administration, maintenance and evaluation
- Summer Pre-Retreat Leadership Trainings – development, administration and evaluation
- Summer Retreat Leadership Training – development, administration and evaluation
- Winter Leadership Training – development, administration and evaluation
- Involvement 101 Series – development, administration and evaluation
- Policy, Proposals & Resolutions – development advisement with administrative and presentation support

BUDGET OVERSIGHT – 10%

- Leadership Development – steward
- Cabinet of Commissioners – counselor, steward and interpreter of A.S.I., CSULA, and Cal Ed Code fiscal policy
- Representatives-at-Large – counselor, steward and interpreter of A.S.I., CSULA, and Cal Ed Code fiscal policy
- College Representatives – counselor, steward and interpreter of A.S.I., CSULA, and Cal Ed Code fiscal policy (direct oversight by the Programs Coordinator)

COMMITTEES – 10%

- A.S.I. Board of Directors – advisement, counseling and training
- Legislative Affairs Committee – advisement, counseling, training and initiative support
- Cabinet of Academic Senators – advisement, counseling and training
- Cabinet of Commissioners – advisement, counseling, training and initiative support
- Environmental Policy Committee – advisement, counseling, training and initiative support
- Executive Committee – advisement, counseling and training
- Finance Committee – advisement, counseling and training
- Personnel Committee – advisement, counseling and training
- Strategic Planning Committee – advisement, counseling and training
- University Council of Clubs and Organizations – advisement, counseling, training and initiative support
- A.S.I. Screaming Eagles – advisement, counseling, training and initiative support

MARKETING & PUBLIC RELATIONS – 8%

- A.S.I. Website – maintenance and supervision
- Online Social Networking (Facebook, Twitter) – maintenance and supervision
- A.S.I. Marketing Distribution Plan – development, administration and evaluation
- CSULA Public Affairs – A.S.I. liaison

PERSONNEL MANAGEMENT – 5%

- A.S.I. Programs Coordinator (w/ oversight of the Programs & Marketing Advisor Student Assistant) – recruitment, hiring, training, supervision and evaluation
- Graphics Designer Student Assistant – recruitment, hiring, training, supervision and evaluation
- Graphics Designer & Web Attendant Student Assistant – recruitment, hiring, training, supervision and evaluation



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INTER-CAMPUS COLLABORATIONS – 5%

- Use of Facilities Committee – A.S.I. liaison
- Capstone In Communication – collaboration projects field supervisor
- Academic Senate – special projects, information & survey vehicle
- Pat Brown Institute – programs marketing associate
- California Faculty Association – programs and initiative collaborator
- Educational Participation in Communities – programs and initiative collaborator
- Educational Opportunity Program – new student orientation facilitator
- The Division of Institutional Advancement – special events and information vehicle
- CSULA Athletics & Intramurals – programs and initiative collaborator
- Center for Student Involvement – programs and initiative collaborator
- Cross Cultural Centers – programs and initiative collaborator
- Luckman Fine Arts Complex – special events and information vehicle
- CSULA Orientation – A.S.I. liaison and presenter
- CSULA Housing Services/Residence Hall Association – programs and initiative collaborator

EXTERNAL RELATIONS – 5%

- California State Student Association – A.S.I. liaison, special events and information vehicle
- AIDS Walk Los Angeles – special events and information vehicle
- ACS Relay For Life – special events and information vehicle
- Los Angeles Arts & Athletics Alliance – programs and initiative collaborator

PROFESSIONAL DEVELOPMENT – 2%

- NASPA - Student Affairs Administrators in Higher Education – member and presenter
- New Professionals & Graduate Students Knowledge Community – Regional Co-Representative
- Region VI Advisory Committee – member