



Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

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

A.S.I. Programs Coordinator

The A.S.I. Programs Coordinator assists the student government in providing enriching co-curricular activities and with day-to-day operations of the A.S.I. Administrative Offices. The Coordinator assists with a number of co-curricular programs including general student activities, educational programs, and other events planned by the organization. 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

College Reps unit development, support, and administration – 25%

- Assess & advise development of skills, strengths, & leadership
- Monitor progress on advocacy initiatives
- Development of college reps programs
- Creation of the cabinet of college representatives
- Maintain college reps budget
- Support liaison work & partnerships with deans, administrators & faculty

Leadership Development – 25%

- A.S.I. Summer Leadership Trainings
- A.S.I. Summer Retreat
- A.S.I. Winter Training
- College reps development and assessments through 1on1s & meetings
- Other 1on1s with students regarding their goals, visions, strengths, plan of actions, etc.

Programming – 25%

- General programming support like Homecoming, Tailgates, Earth Day
- Tabling initiatives
- Event development and advisement with all students
- Lead college reps programming

Oversight of the A.S.I. General Elections – 10%

- Review of the Elections codes, and development of the Elections timeline
- Elections outreach & promotion for applications and voter turn out
- Development of the elections online voting system
- Candidates Briefings, debates, voting booths
- Execution of the elections codes, rules, policies

A.S.I. Committees – 8%

- Bylaws and Codes of Procedures Committee
- Judicial Review Committee
- Cabinet of College Representatives
- Strategic Planning
- Cabinet of Commissioners

Campus-wide committees – 7%

- Welcome Week committee
- CSI Student Fest & Alcohol Awareness planning committees
- CCC Conference planning committee
- Next Step Social Justice Retreat facilitation committee
- Student Affairs Development committee