



**ASI Director of Government Affairs and Leadership Programs
(3.6.18 Draft)**

Under the general direction of the Executive Director, the Director of Government Affairs and Leadership Programs is responsible for the overall management of the programming and leadership unit of the Associated Students, Incorporated which include the administration of programs and initiatives with attention to education support, self and professional development, and legislative affairs. The Director will also oversee the design and implementation of a formal leadership curriculum that incorporates a summer retreat and semester trainings. In addition, the Director shall assist the Executive Director in provide advisement and support to the ASI 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.

The Director will also act as the ASI 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.

PERCENTAGE OF TIME SPENT ON ESSENTIAL FUNCTIONS

GOVERNING BODIES AND COMMITTEES – 30%

- ASI Board of Directors – advisement, counseling and training
- Legislative Affairs and Advocacy Committee – advisement, counseling, training and initiative support
- Cabinet of Academic Senators – advisement, counseling, training and initiative support
- Shared Governance Committee – 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
- Cal State LA Food and Housing Insecurity Task Force – ASI representation and initiative support
- Cal State LA Athletics on Campus Task Force – ASI representation and initiative support
- Cal State LA Academic Senate – ASI representation and information sharing
- Cal State LA Civic Learning and Democratic Engagement Steering Committee – advisement, counseling, training and initiative support

PROGRAMMING – 20%

- Spirit and Pride – advisement, administration, logistical support and evaluation reports
- Public Relations and Marketing – advisement, administration, logistical support and evaluation reports
- Housing and Residence Life – advisement, administration, logistical support and evaluation reports
- Veterans Affairs – advisement, administration, logistical support and evaluation reports
- Environmental Affairs – advisement, administration, logistical support and evaluation reports
- Elections & Orientation – advisement, administration, logistical support and evaluation reports (direct oversight by the Senior Coordinator of Student Engagement & Outreach)
- ASI Screaming Eagles – advisement, counseling, training and initiative support (direct oversight by the Senior Coordinator of Student Engagement & Outreach)

LEGISLATIVE AFFAIRS AND CIVIC ENGAGEMENT – 10%

- Public Policy Interpretation and Response – research, advisement, development, and presentation support



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- Civic Learning Programming – advisement, administration, logistical support and evaluation reports
- Diversity and Inclusion Programming – advisement, administration, logistical support and evaluation reports
- Voter Registration, Mobilization and Education Initiatives – advisement, administration, logistical support and evaluation reports

LEADERSHIP DEVELOPMENT – 10%

- Summer Leadership Trainings – development, administration and evaluation
- Summer Leadership Retreat – development, administration and evaluation
- Midyear Planning Meeting – development, administration and evaluation
- End of Year Transition and Assessment – development, administration and evaluation
- ASI Alternative Break Service Learning – course development, travel experience design, and project assessment
- New Member Orientation – advisement, administration, and evaluation (direct oversight by the Senior Coordinator of Student Engagement & Outreach)

INTER-CAMPUS COLLABORATIONS – 10%

- Academic Senate – special projects and information sharing
- Pat Brown Institute – programs and initiative collaborator
- California Faculty Association – programs and initiative collaborator
- Educational Participation in Communities – programs and initiative collaborator
- Educational Opportunity Program – new student orientation facilitator
- Service Learning Office – programs and initiative collaborator
- Office of Students with Disabilities – programs and initiative collaborator
- Cal State LA Athletics & Intramurals – programs and initiative collaborator
- Center for Student Involvement – programs and initiative collaborator
- Cross Cultural Center – programs and initiative collaborator
- International Programs – cross promotion and program development
- Innovation Center – programs and initiative collaborator
- Orientation – ASI representative and collaborator
- Athletics – programs and initiative collaborator
- Residence Hall Association – programs and initiative collaborator
- Dreamers Resource Center – programs and initiative collaborator
- Alumni Association – programs and initiative collaborator
- Veterans Resource Center – programs and initiative collaborator
- Counseling and Psychological Services – programs and initiative collaborator
- The College of Professional and Global Education – course support (Alternative Break) and Cal State LA Summer Session promo partner

PERSONNEL MANAGEMENT – 5%

- Senior Coordinator of Student Engagement & Outreach – recruitment, hiring, training, supervision and evaluation
- Graphic Design and Marketing Coordinator – recruitment, hiring, training, supervision and evaluation

BUDGET OVERSIGHT – 5%

- Leadership Development – counselor, steward and interpreter of ASI, Cal State LA, and Cal Ed Code fiscal policy
- Cabinet of Commissioners – counselor, steward and interpreter of ASI, Cal State LA, and Cal Ed Code fiscal policy
- Legislative Affairs and Lobby Corps – counselor, steward and interpreter of ASI, Cal State LA, and Cal Ed Code fiscal policy
- Civic Engagement | Diversity and Inclusion – counselor, steward and interpreter of ASI, Cal State LA, and Cal Ed Code fiscal policy
- Alternative Break Service Project – counselor, steward and interpreter of ASI, Cal State LA, and Cal Ed Code fiscal policy
- College Representatives – counselor, steward and interpreter of ASI, Cal State LA, and Cal Ed Code fiscal policy (direct oversight by the Senior Coordinator of Student Engagement & Outreach)

MARKETING & PUBLIC RELATIONS – 5%

- ASI Website – maintenance and supervision (direct oversight by the Graphic Design and Marketing Coordinator)
- ASI Social Media Platforms – maintenance and supervision (direct oversight by the Graphic Design and Marketing Coordinator)
- ASI Marketing Distribution Plan – development, administration and evaluation (direct oversight by the Graphic Design and Marketing Coordinator)
- Cal State LA Public Affairs – ASI liaison and special projects
- Spirit Collaboration Group – special projects



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- Food Insecurity/Displaced Student Task Force – special projects

PROFESSIONAL DEVELOPMENT – 3%

- NASPA - Student Affairs Administrators in Higher Education – leadership team member

EXTERNAL RELATIONS – 2%

- California State Student Association – special projects and information vehicle
- Empower LA – special projects and information vehicle
- Los Angeles City Hall – special projects and information vehicle
- Los Angeles County Registrar-Recorder/County Clerk – programs and initiative collaborator