

ASI Senior Coordinator of Student Engagement & Outreach
(3.6.18 Draft)

The ASI Senior Coordinator of Student Engagement & Outreach is responsible for assisting the student government with managing and delivering enriching stand-alone and co-curricular activities and for supporting the day-to-day operations of the ASI Administrative Offices. The Senior Coordinator will assist with a number of 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 of ASI.

Student Engagement & Outreach 30%

- Create ways to develop leadership skills
- Advise advocacy initiatives
- Advise and develop cabinet of college representatives
- Maintain College Representative and cabinet budget
- Create partnership and act as a liaison to University faculty and staff
- Assisting with planning of ASI Summer Leadership Trainings and Retreat, Winter Training
- Maintaining assessments of trainings and College Rep Cabinet initiatives
- Conduct weekly/biweekly meetings with student leaders regarding plans of action, goals, etc.
- Provide University programming support
- Outreach initiative facilitation
- Speaker Series Collaborative advisement

ASI/U-SU Joint General Election 25%

- Plan and execute the following with support of the EOC & Committee:
- Update of Election Codes
- Update of online voting system
- Marketing efforts
- Information workshops
- Candidate briefing
- Candidate open forums
- Candidate meet and greet
- Voting booth/voting parties
- Announcement event
- Winners roundtable
- ASI Inauguration

HHSX101 ASI Alternative Break Program 20%

- Creating curriculum for the certification class
- Co-teaching the class with the Director of Government
- Recruitment of class members
- Liaison with EF Tours Travel Coordinator
- Traveling with class and chaperones 7-12 days out of country

Programs & Marketing Advisor 10%

- Oversight of the Program & Marketing Advisor
- Screaming Eagles Volunteer Street Team staff advisor

ASI Committees 5%

- Cabinet of College Representatives
- Election Committee