

ASI Senior Coordinator of Student Engagement & Outreach

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 45%

- Advise and support the Cabinet of College Representatives and track the cabinet budget
- Support the placement and counseling of ASI College Representatives sitting on college-specific committees
- Create partnerships and act as an ASI liaison to University faculty and staff
- Assist with the planning of ASI Leadership Trainings and Retreat; and identify leadership skill development opportunities.
- Maintaining assessments of trainings and College Rep Cabinet initiatives
- Conduct weekly/biweekly meetings with student leaders regarding plans of action, goals, advocacy initiatives, etc.
- Coordinate annual outreach initiatives to increase student engagement with ASI
- Assist with the coordination and planning of campus collaborations (i.e. Speaker Series, college-specific programs and events, etc.)

ASI/U-SU Joint General Election 30%

- Support the coordination of the ASI General and Special Elections process with support of the EOC and ASI Elections Committee
- Assist with the annual assessment and update of the ASI Election Code of Procedure
- Update the online ASI Election voting system with ITS and the Office of the Dean of Students
- With the support of the EOC, develop and coordinate marketing efforts to increase student involvement in the ASI General Election (i.e. information workshops, campus-wide announcements, UT Ads, etc.)
- Ensure compliance with ASI Election COP and host the required candidate briefing, open forums, etc.

HHSX101 ASI Alternative Break Program 20%

- Lead the coordination of the ASI Alternative Break course by creating an annual curriculum and recruiting student participation
- Co-teaching the class with the ASI Director of Government Affairs and Leadership Programs
- Serve as liaison with the educational tour company and travel with the class as a chaperone

Personnel Management 5%

- o Recruit, hire, train, supervise and evaluate the ASI Program & Marketing Advisor
- o Manage the efforts of the ASI Program & Marketing Advisor's efforts with the Screaming Eagles Volunteer Street Team