

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
- Create partnership and act as a liaison to University faculty and staff
- Assist with planning of ASI Summer Leadership Trainings and Retreat, Winter Training developing leadership skills.
- 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, six academic colleges, etc.)

ASI/U-SU Joint General Election 30%

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

HHSX101 ASI Alternative Break Program 20%

- Lead coordinator of Alternative Break by creating curriculum for the certification class, student recruitment,
- Co-teaching the class with the Director of Government Affairs and Leadership Programs
- Serve as liaison with travel agency and travel with class as chaperone for 7-12 days out of country

Personnel Management 5%

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