



Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

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

ASI Director of Government Affairs and Leadership Programs

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

LEADERSHIP DEVELOPMENT – 40%

- Provide training, advisement and counseling within the ASI Board of Directors and related cabinets, committees, and councils.
- Develop, perform, and assess leadership trainings throughout the academic year.
- Manage the planning, execution, and evaluation of an annual ASI Retreat; ASI Alternative Break course; and ASI Transition process.

PLANNING – 40%

- Support the development, operation, and assessment of special interest programming and ASI initiatives (e.g. veterans, residents, sustainability, spirit).
- Represent ASI on campus committees, task forces, and working groups (e.g. Athletics on Campus Task Force, Food Insecurity/Displaced Students Task Force, Civic Entrepreneurship Group).
- Oversee the planning, operation, and assessment of volunteer programs (e.g. Screaming Eagles, ASI Lobby Corps, Student PIRG).
- Act as steward of the ASI Student Government Budget; and Student and University Support Budget.
- Interpret ASI, Cal State LA, and Cal Ed Code fiscal policy for ASI programming units.
- Assist in the development, administration and evaluation of the ASI marketing and public relations initiatives.
- Oversee the maintenance and growth of the ASI social media and online presence.

GOVERNMENT RELATIONS – 10%

- Research, interpret and assist in the development of student responses to public policy (e.g. ASI resolutions, off-campus lobbying campaigns)
- Provide logistical support and evaluation reports for civic learning and democratic engagement efforts (e.g. California Higher Education Student Summit, Civic Learning and Democratic Engagement Meeting).
- Advise on voter registration, mobilization and education Initiatives.
- Support the planning, operation, and assessment of civic engagement programming, partnerships, and collaborations.

SHARED GOVERNANCE – 7%

- Research, interpret and assist in the development of student responses to campus policy (e.g. ASI Student Impact Statements, on-campus lobbying campaigns).



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- Prepare ASI members for representation on external boards, committees, task forces, and working groups (e.g. Academic Senate, Food Insecurity/Displaced Students Task Force, California State Student Association).

PERSONNEL MANAGEMENT – 3%

- Recruit, hire, train, supervise and evaluate the ASI Senior Coordinator of Student Engagement and Outreach; and Graphic Design and Marketing Coordinator.