



## **Campus Affairs Representative at large**

**New Title:** Diversity and Inclusion Officer

**Summary:** Diversity and Inclusion Officer requires an experienced and dynamic individual who has a deep understanding of the complexity and multiple dimensions of diversity, inclusion, and equity. The Diversity and Inclusion Officer shall ensure that all students' needs are being met and have equal representation and visibility regardless of – but not limited to – age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation and socioeconomic status.

### **Reports:**

1. The Diversity and Inclusion Officer shall report at the B.O.D. on diversity and inclusion issues relating to Cal State LA students.
2. The Diversity and Inclusion Officer shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

### **Meetings:**

1. The Diversity and Inclusion Officer shall sit on the Legislative Affairs and Advocacy Committee.
2. Sits on one (1) or attend one A.S.I. standing committees and sit on one (1) university committee.

### **Essential Duties/Responsibilities:**

1. Create Initiatives that amplify traditionally marginalized voices and others leading development that incorporates social change and justice.
2. Work with all appropriate university departments to ensure that through transformative learning and engagement, students will experience expanded viewpoints, lessened fear and increased openness.
3. Increase awareness that explores the dimensions of difference in communities.
4. Create programs and initiatives that improve Cal State LA's campus climate to proactively achieve inclusivity.
5. Promote efforts that make all students feel welcome and diminish sentiments that impact learning.
6. Acquire proper knowledge on Title IX, ADA/504, and Safe Zones to disseminate this information by holding workshops and focus groups, so our campus community is aware and abiding of a diverse student population.
7. Serve as an ASI point of contact to OSD, VRC, DRC,
8. Creating and overseeing a passion project that will directly serve the diversity of our students.
9. Make the university an open and aware community where students understand that people come from different backgrounds and to respect and celebrate the differences in people.



10. Create identity building and hope to experience true meaning-making within a transformative community.

**Service:**

1. Perform any other responsibilities that may be delegated by the President or Vice President of External Affairs and Advancement.

**Community Affairs Representative at Large**

**New Title:** Civic Engagement Officer

**Summary:** The Civic Engagement Officer will help students discover individual and collective actions designed to identify and address issues of public concern. The officer will help students identify their personal and social responsibility. The officer is responsible for idea generation and discussion related to civic participation and public service.

**Reports:**

1. The Civic Engagement Officer shall report at the B.O.D. on civic engagement issues relating to Cal State LA students
2. The Civic Engagement Officer shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

**Meetings:**

1. The Civic Engagement Officer shall sit on the Legislative Affairs and Advocacy Committee.
2. Sits on one (1) or attend one A.S.I. standing committees and sit on one (1) university committee.

**Essential Duties/Responsibilities:**

1. Manage the development and implementation of civic and voter engagement program, including voter registration, non-partisan voter education, GOTV efforts, and voter data (NSLVE) tracking.
2. Shall participate in the planning of the ASI Alternative Break, participating in the trip is optional.
3. Shall work with the Center for Engagement, Service, and the Public Good to create local, national, and/or international service-learning opportunities for Cal State LA students
4. Shall build innovative community service programs that develop and sustain new leaders and activists.
5. Shall brief the B.O.D. and the student population at large in the nature, problems, and resources of the Los Angeles community.
6. Shall promote new avenues of thinking about participatory democracy and governance.
7. Shall partner with leaders to create exemplars of how civic engagement works in neighborhoods and public institutions.
8. Shall host workshops, seminars and town hall meetings to promote deliberate dialogue.



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9. Shall be responsible for establishing communication links/community resources with appropriate organizations.
10. Perform any other responsibilities that may be delegated by the President or Vice President of External Affairs and Advancement.

**Service:**

1. Perform any other responsibilities that may be delegated by the President or Vice President of External Affairs and Advancement.