



## REPRESENTATIVES AT-LARGE: Diversity and Inclusion & Civic Engagement Officers

**REPORTS TO:** ASI Vice President for External Affairs and Advancement  
Advised by: [ASI Program Coordinator and Executive Director](#)

### POSITION SUMMARY

There are two Representatives At-Large who serve on the ASI Board of Directors (BOD), the Diversity and Inclusion Officer and the Civic Engagement Officer. These two positions were created to focus on specific aspects of ASI's mission to serve the diverse student body of Cal State LA by ensuring ASI's events and services are inclusive and that ASI serves as the primary advocates for student needs on campus.

### REQUIREMENTS

- One-on-one meetings with ASI VP for External Affairs and Advancement and advising meetings with ASI Executive Director (designee)
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Are not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 10 consecutive working days at a time (including breaks)
- Submit a state of affairs report to the BOD in accordance with the Code of Procedures
- ASI officer duties begin June 1 and requires attendance at meetings and training throughout the summer
- Schedule four "engagement hours" each week that may include meeting with students, faculty, staff, working events, or making presentations about ASI
- All ASI student leaders must check email daily and be reachable by phone or other messaging system during business hours throughout their term in office.

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**Deleted:** Hold regular office hours to be

**Deleted:** available for the student body to meet and express concerns

**Deleted:** <#> Complete 2 engagement hours each attending events, tabling, or collaborating with clubs and departments

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### TERM

The term in office is one academic year beginning June 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year. ASI Board positions are essential roles in the direction and financial oversight of ASI and are required to be available to respond to business matters every day ASI is open, which includes breaks when the campus is open as well as some weekends.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to meeting and maintaining Cal State LA academic standards, the following reflects ASI's definition of essential functions for this position. This does not restrict the tasks that may be assigned or expected, as ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

#### Diversity and Inclusion Officer

- Promotes ASI advocacy and outreach programs and events



- Works with all ASI leaders to align ASI's programs and services with inclusive practices
- Coordinates events and programs that build community and foster belonging
- Communicates and coordinates programs and outreach with the Cross Cultural Centers and other departments on campus
- Report at the BOD on diversity and inclusion issues relating to Cal State LA students
- The Diversity and Inclusion Officer shall sit on the Legislative Affairs and Advocacy Committee [and the Community Engagement and Outreach Committee.](#)
- Create Initiatives that amplify traditionally marginalized voices and others leading development that incorporates social change and justice
- Work with all appropriate university departments to ensure that through transformative learning and engagement, students will experience expanded viewpoints, lessened fear, and increased openness
- Increase awareness that explores the dimensions of difference in communities
- Create programs and initiatives that improve Cal State LA's campus climate to proactively achieve inclusivity
- Promote efforts that make all students feel welcome and diminish sentiments that impact learning
- Acquire proper knowledge on Title IX, ADA/504, and Safe Zones to disseminate this information [to students and inform ASI's practices.](#)
- Serve as an ASI point of contact to OSD, VRC, DRC
- Work to establish an open and aware community where students understand that people come from different backgrounds and to respect and celebrate the differences in people
- Create identity building and hope to experience true meaning-making within a transformative community
- Perform any other responsibilities that may be delegated by the President or Vice President for External Affairs and Advancement

**Deleted:** by holding workshops and focus groups, so our campus community is aware and abiding of a diverse student population

**Deleted:** <#>Creating and overseeing a passion project that will directly serve the diversity of our students!

Civic Engagement Officer

- Report at the BOD on civic engagement issues relating to Cal State LA students
- Manage the development and implementation of ASI's civic and voter engagement program, including voter registration, non-partisan voter education.
- Work with the Center for Engagement, Service, and the Public Good to create [and/or promote](#) local service-learning opportunities for Cal State LA students
- Build innovative community service programs that develop and sustain new leaders and activists
- Brief the BOD and the student population at large [about](#) problems, and resources of the Los Angeles community [that pertain to students on campus](#)
- Promote new avenues of thinking about participatory democracy and governance
- Host workshops, seminars, and town hall meetings to promote deliberate dialogue
- Be responsible for establishing communication links/community resources with appropriate organizations
- Perform any other responsibilities that may be delegated by the President or Vice President for External Affairs and Advancement.

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**Deleted:** <#>Participate in the planning of the ASI Alternative Break, participating in the trip is optional!

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**Deleted:** <#>Partner with leaders to create exemplars of how civic engagement works in neighborhoods and public institutions!



### COMMITTEE INVOLVEMENT

- Voting member and required to attend all BOD meetings
- Voting member and required to attend all ASI Legislative Affairs Committee meetings
- [Required to join two additional ASI standing committees:](#)
  - [Executive](#)
  - [Personnel](#)
  - [Finance](#)
  - [Community Engagement and Outreach \(CEO\)](#)
  - [Environmental Policy Committee \(EPC\)](#)

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### SKILLS AND ABILITIES

- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance
- Working knowledge and understanding of ASI policies and bylaws

### GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a deduction of the GIA payment.

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