



## VICE PRESIDENT FOR ADMINISTRATON (VPA)

**Reports To:** ASI President

**Advised by:** Program Coordinator and Executive Director

### POSITION SUMMARY

The Vice President for Administration (VPA) coordinates the student engagement activities of Associated Students, Incorporated (ASI) and Chairs the Community Engagement and Outreach (CEO) Committee, which plans and executes a wide range of events and programs for students that include issues related to sustainability on campus, student housing, student veteran support, spirit initiatives, and ASI elections. The VPA has the power to recommend various commissioners for appointment and/or dismissal and, in the absence, disability, or at the request of the ASI President, perform all the duties of the ASI President.

### REQUIREMENTS

- One-on-one meetings with ASI President, ASI Executive Director, and Program Coordinator
- One-on-one meetings with the Commissioners
- 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 1 week at a time
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- ASI executive officers are required to chair ASI committees and serve as student representatives on various University committees (see details below) which requires several hours each week
- Hold regular office hours to be available for the student body to meet and express concerns and to meet with ASI staff on programmatic logistics
- Engage with students weekly through events, programs, and presentations
- All ASI student leaders must check email daily and be reachable by phone during business hours throughout their term in office.

### 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 executive officer 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.

### 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.

- Plans, coordinates, and executes events that foster belonging, community, and campus pride

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- Coordinates marketing and outreach activities in collaboration with the Director of Graphic Design and Marketing and the Screaming Eagles team
- Providing the ASI Administrative Coordinator with all original CEO minutes,
- Assists the Environmental Affairs Commissioner to create and oversee various, environmental policy initiatives and events
- Assists the Spirit Commissioner planning and executing campus-wide spirit initiatives
- Interviews and recommends to the ASI Board of Directors for appointment, official attendance, or dismissal, the following:
  - o Environmental Affairs Commissioner
  - o Spirit Commissioner
  - o Military Connected Representative
  - o Elections Commissioner and Officials
- Represents ASI on University committees,

**COMMITTEE INVOLVEMENT**

- Serve as the Chair of the Community Engagement and Outreach (CEO) Committee which consists of the Spirit, Environmental Affairs, Elections and Orientation, Commissioners, and the Military Connected Representative. The CEO coordinates, plans and is responsible for the activities of the programmatic group of ASI. In addition, the CEO provides a number of social and educational programs for the Cal State LA community. For more information about the COC and their scheduled meeting times visit: <https://asicalstatela.org/commissioners>, Serve as a voting member of, ASI Board of Directors, Executive Cabinet, Personnel Committee, and Finance Committee,

**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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**Deleted:** <#>Managing the ASI General Election

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Public Relations and Marketing Commissioner¶

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**Deleted:** Serves as the Chair of the ASI Personnel Committee, which acts on behalf of the Board regarding matters pertaining to the full-time employees of ASI. The Personnel Committee also makes recommendations to the Board regarding policies, funding for staff positions, and the overall staffing structure for the organization. For more information about the CAS and their scheduled meeting times visit: <https://asicalstatela.org/committee/personnel-committee> ¶

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