



## CIVIC ENGAGEMENT OFFICER Representative At-large

REPORTS TO: **ASI Vice President for External Affairs**  
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 are 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 advising meetings with ASI Executive Director (designee)
- Minimum requirements for student leaders - <https://asicalstate.la.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 (4) "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.

### 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.

### 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.



### Civic Engagement Officer

- Serve as ASI's liaison to the **Residence Hall Association**, Student Health Advisory Committee, Pat Brown Institute, the Center for Engagement, Service, and the Public Good, and the Associate Director of Government and Community Relations.
- Report at the BOD on legislation or 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, and distribution of information about ballot measures
- 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 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
- Work with ASI's standing committees to host workshops, seminars, and town hall meetings to promote deliberate dialogue on issues of importance to Cal State LA students
- Be responsible for establishing communication links/community resources with appropriate organizations
- Chairs the Environmental Policy Committee (EPC), a standing committee of ASI established to guide the organization's efforts to educate campus on sustainable practices and guide ASI's practices to be environmentally friendly
- Reports actions and recommendations of EPC to the Executive Cabinet and/or BOD
- Provides direction and content for a strategic marketing plan for promoting ASI sustainability initiatives
- Develops programs that create awareness around environmental issues
- Meets with the VPA to discuss environmental issues on campus and within the CSU System
- Serves on and recruits for the Cal State LA Campus Sustainability Committee  
Acts as liaison between the campus and the CSU System, in terms of advocating for sustainability

### COMMITTEE INVOLVEMENT

- Chair of the ASI Environmental Policy Committee (EPC)
- Voting member and required to attend all BOD meetings
- Voting member and required to attend all ASI Legislative Affairs Committee meetings
- Voting member and required to attend all Community Engagement and Outreach Committee meetings

### 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.

*Approved by the Board of Directors – TBD*