



DIVERSITY AND INCLUSION 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 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 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.



Diversity and Inclusion Officer

- Serve as ASI's liaison to university departments that support students such as Dreamers Resource Center, Veterans Resource Center, Project Rebound, Office for Students with Disabilities, Cross Cultural Centers, etc. and meets with each department monthly to provide and share updates
- Collaborate with departments and affinity groups on campus to coordinate events and programs that build community, foster belonging initiatives, and improve Cal State LA's campus climate to proactively achieve inclusivity
- Work with all ASI leaders to align ASI's programs and services with inclusive practices
- Report to the BOD on diversity and inclusion issues relating to Cal State LA students
- 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
- Promote efforts that make all students feel welcome and diminish sentiments that impact learning
- Be knowledgeable on Title IX, ADA/504, and Safe Zones to disseminate this information to students and inform ASI's practices
- 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
- Represent the interests of student veterans or military connected students through close partnership with the Veteran Resource Center
- Support student veteran services and promote involvement opportunities to student veterans

COMMITTEE INVOLVEMENT

- 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 the Community Engagement and Outreach committee (CEO) 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