



REPRESENTATIVES AT-LARGE:

Diversity and Inclusion & Civic Engagement Officers

Commented [PB1]: Separate the position descriptions

REPORTS TO: ASI Vice President for External Affairs and Advancement
Advised by: ASI Program Coordinator and Executive Director

Commented [PB2]: With the broadened responsibilities for both positions, maybe they should report to the President?

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 (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.

Formatted: Highlight

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



- Serves 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.
- Promotes ASI advocacy and outreach programs and events
- Works with all ASI leaders to align ASI's programs and services with inclusive practices
- Collaborates with departments and affinity groups on campus to coordinate 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
- The Military Connected Representative shall be selected and recommended for appointment by the Veterans Resource Center staff and must meet the criteria to be associated as a military connected student
- Functions as ASI's direct contact with the Veterans Resource Center
- Represents the interests of student veterans to the ASI CEO Committee
- Supports student veteran services and promotes involvement opportunities to fellow student veterans
- Assists in the planning, execution, and assessment of (ASI funded) student veteran events
- Is responsible for monthly communication with the Director of the Veterans Resource Center, and/or designee
- Regularly attends Veterans Resource Center meetings
-

Deleted: Coordinates

Civic Engagement Officer



- [RHA, Student Health Advisory Committee,](#)
- 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.
- [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

- Voting member and required to attend all BOD meetings
- Voting member and required to attend all ASI Legislative Affairs Committee meetings
- D&I Officer is a voting member and required to attend the Community Engagement and Outreach committee (CEO) meetings
- Required to join two additional ASI standing committees:
 - Executive
 - Personnel
 - Finance
 - Community Engagement and Outreach (CEO)
 - Environmental Policy Committee (EPC)

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



ASSOCIATED STUDENTS, INC.
5154 STATE UNIVERSITY DRIVE, ROOM 203
LOS ANGELES, CA 90032

- 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 – January 25, 2024