**Position Title: Campus Affairs Representative-at-Large** **Reports To: A.S.I. VPEAA**

#### SUMMARY:

The Campus Affairs Representative-at-Large serves on the Associated Students, Incorporated (A.S.I.) Board of Directors (B.O.D.) and is responsible to act as a liaison for all CSULA students’ campus issues.

#### 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 A.S.I. policies and bylaws

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining CSULA's academic standards, the following reflects Associated Students, Inc. definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. A.S.I.'s President or B.O.D. may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

* Attends all designated committee meetings
* Conducts research to be informed when voting on important A.S.I. matters
* Attends all B.O.D. meetings
* Relays information from A.S.I. to the all CSULA students, including deadlines and funding procedures
* Maintains constant communication with CSULA students
* Is available to hear their comments and concerns and Relays information or concerns from CSULA students to A.S.I
* Sits on one (1) or attend one A.S.I. standing committees and sit on one (1) university committee
* Shall report at the B.O.D. on campus issues relating to CSULA students
* Shall serve as the Chair of the University Council of Clubs & Organizations (U.C.C.O.) and provide the B.O.D. with a report on the state of U.C.C.O. and develop a plan to resolve he needs of their constituencies
  + Provide the A.S.I. Office Manager of Administration & Services with all original minutes
* Shall be responsible for establishing communication links with club and organization presidents
* Shall be responsible for submitting proposals to the Executive Committee to initiate reforms in the area of Campus Affairs
* Shall be responsible for conducting an annual survey in association to be initiated no later than the third of week of the fall quarter. Shall be responsible for regularly tabling and connecting with the students at large (for a minimum of one hour per week, preferably more).
* Shall assist the Legislative Affairs Representative in disseminating information

**Representatives-at-Large *Task* *Log***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Task** | **Scheduled** | ***Met*** | **Intended Outcomes** | ***Outcomes Met*** |
| Create “my role and scope” pitch slogan |  |  |  |  |
| Meet w/ your direct report |  |  |  |  |
| Schedule meetings with respective dept./ administrators |  |  |  |  |
| Brainstorm Initiatives and projects |  |  |  |  |
| Establish priorities and create a quarter timeline |  |  |  |  |
| Brainstorm programs and events |  |  |  |  |
| Record/Report on student issues/ interests in BOD |  |  |  |  |
| Table—share/gather information w/ students |  |  |  |  |
| Volunteer to help with A.S.I. events |  |  |  |  |
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