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

#### SUMMARY:

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

#### 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 community issues relating to CSULA students
* Shall serve as the Secretary of the University Council of Clubs & Organizations (U.C.C.O.) U.C.C.O. (for information regarding Vice Chair responsibilities, see the U.C.C.O. Codes of Procedures)
* Shall be responsible for establishing communication links with appropriate community agencies
* Shall be responsible for representing those areas involved in campus/community projects
* Shall educate the B.O.D. and the student population at large in the nature, problems, and resources of the Los Angeles community

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |