



**Associated Students, Inc.**

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Associated Students, Inc.  
California State University, Los Angeles

Job Description

**A.S.I. Senior Coordinator of Student Engagement & Outreach**

Pay Range: \$34,500 - \$58,032

Work week Class: Exempt

Work Schedule: 5/40

**GENERAL STATEMENT**

The A.S.I. Senior Coordinator of Student Engagement & Outreach is responsible for assisting the student government with managing and delivering enriching stand-alone and co-curricular activities and for supporting the day-to-day operations of the A.S.I. Administrative Offices. The Senior Coordinator will assist with a number of programs which include general student activities, educational and cultural programs, and other events planned by the organization. This position will work closely with College Deans' offices, academic departments, student organizations, the University-Student Union, the Center for Student Involvement, the Cross Cultural Centers, Health Center, and other programming organizations on campus. This position will also lead and nurture the leadership development components of A.S.I.

**RESPONSIBLE TO:** Director of Government Affairs & Leadership Programs & Executive Director

**QUALIFICATIONS:**

- Master's degree, preferably in the field of college student personnel or higher education, required. Two (2) years' experience in student services and/or program planning required (a Master's degree in Counseling, Student Development/Student Personnel, or Higher Education may be substituted for one year of experience).
- Willingness to work with ethnically diverse and culturally pluralistic student body and staff.
- Knowledge of and skill in budgeting, fiscal management, and reporting required.
- Oral and written communication skills required.
- Ability to motivate and work closely with students required.
- Computer experience required.
- Organizational and coordination skills required.
- Experience in training and development preferred.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Responsible for coordinating A.S.I. programs, as characterized in the A.S.I. Administrative Manual.

- Planning and implementation of various activities and programs sponsored by A.S.I.
- Responsible for developing, tracking, and assessing outreach efforts and the marketing of all A.S.I. and campus wide committee positions.
- Responsible for managing, developing, and supporting the Cabinet of College Representatives in all their initiatives and programs.
- Managing and coordinating the A.S.I. General and Special Elections process from start to finish and serving as the A.S.I. Staff Advisor on the Judicial Review Committees.
- Serving as the A.S.I. Staff Advisor on the Cabinet of College Representatives Meeting.
- With the Director of Government Affairs & Leadership Programs, developing and facilitating the leadership trainings and the summer retreat.
- Recruiting, training, and managing student volunteers.
- Interpreting and educating students on A.S.I. fiscal policies, University policies, California Education Code and Title 5 of the State of California.
- Facilitating, promoting, and assisting with student recognition events.
- Serving as a liaison to campus-wide event planning committees.
- Preparing summaries of program evaluations.
- Overseeing budgets and expenditures of programs and activities.
- Overseeing online and social media marketing and publicity plans for A.S.I. programs and events (i.e. General Elections, Service Learning Projects, International Alternative Breaks, College Representatives initiatives, etc.)
- Maintaining reports of all A.S.I. events (i.e. program proposals, event evaluations, and semester assessment of impact on the greater student community.
- Developing community partnerships, coordinating community involvement activities, and connecting A.S.I. to community-based organizations (e.g. Alhambra Farmer's Market and the United Way of Greater Los Angeles).
- Coordinating recruitment, curriculum and tour agenda development, travel support, and logistics for an annual international alternative break service learning project with clear learning outcomes and assessments.
- Other duties as assigned.

### **An Equal Opportunity/Title IX Employer**

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job when this does not cause an undue hardship.

California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 58.4 percent Latino, 18.4 percent Asian, Non-Resident 8.8%, 8.2 percent Caucasian, 4.2 percent African American, Unknown 3.2%, two or more races, and Pacific Islander 0.1%. Our 27,827 students range in age from 15 to 80 years old - the average undergraduate age being 24.4.

Please feel free to visit the Cal State LA homepage at [www.calstatela.edu](http://www.calstatela.edu) and the Associated Students, Inc. homepage at [www.calstatela.edu/asi](http://www.calstatela.edu/asi)