



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### ASI UNDERGRADUATE/GRADUATE SENATOR

Reports To: ASI Vice President for Academic Governance (VPAG)

#### POSITION SUMMARY

ASI Senators are elected as full members of the Cal State LA Academic Senate and associated committees. The Academic Senate is the representative body of the university-wide academic governance. It is composed of faculty members, academic administrators, and both undergraduate and post-baccalaureate students. The Senate develops and proposes policies for recommendation to the University President.

#### 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

#### 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 the VPAG may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Submits proposals to the CAS, SGC and the BOD to initiate reforms in the area of University Affairs
- Reports to CAS, SGC and the BOD on changes or proposed changes in academic or administrative procedures on campus including information from the Academic Senate (AS)
- Maintains office hours and seek out the opinions, needs, and desires of constituents
- Ensures that all necessary activities and polices are initiated, carried out for the student body at large and equally voiced and considered alongside faculty and administrators on issues affecting the student body
- Coordinates with college representatives to understand the issues that students in that particular college are facing.
- Coordinates a Senate Office of their choosing with the approval of the VPAG
- Actively tables to meet, inform and recruit students
- Attends meetings that are outside of their required meetings (A report must be submitted in order to verify attendance)
- Volunteers at ASI or student oriented events



## PROFESSIONAL STAFF SUPPORT

### Executive Director and the Assistant to the Executive Director:

- Assists with creation of appointment memorandums
- Assists with tracking member attendance/reports and the cataloging of Committee Chairs via the Academic Senate and committee membership.
- Assists the with the orientation of appointees with support of the ASI President Administrative Assistant (pending future conversations)
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, reports posting etc.)
- Provides budget support and tracks incentive awards
- Reconciles and issues incentives to committee members
- Helps coordinate End of the Year Recognition Event
- Assists with the strengthening of Universities perception and understanding of ASI's essential function in appointing students to governing bodies

### Director of Government Affairs & Leadership Programs:

- Coordinates summer and ongoing training opportunities
- Assists with the fluid communication between ASI and the Academic Senate
- Assists in identifying new and creative ways to recruit ASI students to fill committees
- Assists with strengthening the relationship between Senators and the College Reps
- Provides administrative support to the CAS and Shared Governance Council
  - Meeting agenda development and posting on the website
  - Creation of Annual Agenda that complements the Strategic Plan
- Assists in the management and assessment of special projects and initiatives generated by the Cabinets/Committees.

### Senior Coordinator of Student Engagement & Outreach:

- Supports the recruitment of potential student committee members

### Graphics & Marketing Coordinator:

- Develops marketing and promotion campaigns for and in concert with the CAS

### Office Manager:

- Manages the administration of Grant-in-Aid for the Cabinet of Academic Senators

## THE CABINET OF ACADEMIC SENATORS

The Cabinet of Senators (CAS) coordinates, plans, and is responsible for the actions of the academic governance unit of ASI. The CAS meets with the Academic Senate (governed by faculty) to actively engage in the process of shared governance of the university. For more information about the CAS and their scheduled meeting times visit: <https://asicalstatela.org/committee/cabinet-academic-senators-committee>



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## SHARED GOVERNANCE COUNCIL

The council reviews, researches and makes recommendations on academic and administrative policy affecting students. This body also develops formal responses to be published via resolutions, white papers, student impact statements, etc. Additionally, the council works with all appropriate areas in order to ensure that genuine Shared Governance is upheld between students, faculty, and administration. For more information about the Shared Governance Council visit: <https://asicalstatela.org/committee/shared-governance-council>

## CAL STATE LA ACADEMIC SENATE

The Academic Senate is served by its Executive Committee, which is elected annually by the Senate from its membership, and by six standing committees, the members of which are elected from various segments of the faculty to ensure representation. Student members are elected as full members of these committees. The Academic Senate is the representative body of the university-wide academic governance. It is composed of faculty members, academic administrators, and both undergraduate & post-baccalaureate students. The Senate develops and proposes policies for recommendation to the University President. When approved by the University President, these recommendations become University policy. For more information about the Academic Senate and their scheduled meeting times visit: <http://www.calstatela.edu/academicssenate>

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