



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### ASI VICE PRESIDENT FOR ADMINISTRATION (VPA)

Reports To: ASI President

#### POSITION SUMMARY

The Vice President for Administration (VPA) coordinates the activities of all Associated Students, Incorporated (ASI) administrative units and presides over the Cabinet of Commissioners (COC) which considers issues related to sustainability on campus, student housing, student veteran support, spirit initiatives, and ASI elections and orientations. The VPA has the power to recommend various commissioners for appointment and/or dismissal and, in the absence, disability, or at the request of the ASI President, perform all the duties of the ASI 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 ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Attends all ASI Board Meetings, serving as second in charge of ASI in the absence of the ASI President
- Plans, coordinates and attends ASI outreach events to publicize ASI programs and events
- Sits on five (5) ASI standing committees and one (1) university committee and must be available for:
  - Shared Governance Committee meetings
  - Personnel Committee meetings
  - Executive Committee meetings
  - Strategic Planning Committee meetings
  - Finance Committee meetings
- Serves as Chair of the Cabinet of Commissioners (COC) and reports on the status of their work which includes:
  - Providing the ASI Office Manager with all original COC minutes
  - Promoting ASI advocacy and outreach programs and events
  - Managing the ASI General Election process
  - Overseeing environmental policy initiatives



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- Directing campus-wide spirit initiatives
- Recommends to the ASI Board of Directors for appointment, official attendance, or dismissal, the following:
  - Environmental Affairs Commissioner
  - Housing and Residence Life Representative
  - Public Relations and Marketing Commissioner
  - Spirit Commissioner
  - Veterans Affairs Representative
- Recommends to the ASI President for appointment the Elections & Orientation Commissioner
- Represents ASI on University committees relating to Administrative initiatives and campus-wide programming
- Works with the ASI Office Manager to ensure the smooth operation of the ASI Administrative Office

**PROFESSIONAL STAFF SUPPORT**

Executive Director and the Assistant to the Executive Director:

- Assists the with the orientation/incorporation of Cabinet of Commissioner appointees
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, web content, etc.)
- Expands and strengthens the University's perception/understanding of the COC's function

Director of Government Affairs & Leadership Programs:

- Coordinates training and professional development opportunities
- Strengthens communication between ASI and the areas the COC supports/represents
- Helps identify new and creative student outreach opportunities
- Reinforces the relationship between the COC and the ASI Board of Directors
- Provides administrative support to the Cabinets/Committees the VPA Chairs
- Assists with COC agenda development and posting
- Supports an Annual COC Agenda that complements the ASI Strategic Plan
- Assists with the management/assessment of COC (and individual members) projects
- Supports COC budget development and tracking

Senior Coordinator of Student Engagement & Outreach:

- Assists in the management of the ASI General Election
- Supports the recruitment and development of ASI Screaming Eagles volunteers

Graphics & Marketing Coordinator:

- Manages and develops agendas for the ASI Marketing Committee
- Gains VPA feedback regarding ASI branded giveaways and merchandise
- Develops marketing and promotion campaigns for and in concert with the VPA

Office Manager:

- Gains VPA feedback regarding office functionality and infrastructure
- Directs the VPA's use of signature authority



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- Manages the administration of Grant-in-Aid for the COC
- Supports the development of annual ASI Recognition events (e.g. End of the Year Banquet)

### **THE CABINET OF COMMISSIONERS**

The Cabinet of Commissioners (COC) consists of the Spirit, Environmental Affairs, Elections and Orientation, and Public Relations and Marketing Commissioners. Also included in the COC are the Housing and Residence Life Representative and the Veterans Affairs Representative. The COC coordinates, plans and is responsible for the activities of the administrative unit of ASI. In addition, the COC provides a number of social and educational programs for the Cal State LA community. For more information about the COC and their scheduled meeting times visit: <https://asicalstatela.org/commissioners>

#### The Election & Orientation Commissioner:

- Communicates all ASI General Election involvement opportunities to the campus community
- Builds previous election efforts and maintains procedural documents
- Serves on the [Bylaws and Codes of Procedure Sub-Committee](#) as a voting member
- Is responsible for all functions of the ASI General Election as stated in the [Elections Committee Code of Procedure](#)
- Facilitates regularly scheduled meetings for the election process starting in the Fall Semester
- Ensures the implementation of a ASI General Election Marketing Plan with the support of ASI Staff
- Manages and performs New Member Orientation in conjunction with the ASI Secretary/Treasurer

#### Environmental Affairs Commissioner:

- Creates 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
- Chairs and sets the agenda for the [Environmental Policy Committee](#)
- 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

#### Housing and Residence Life Representative:

- Functions as ASI's direct contact with [Housing and Residence Life](#)
- Represents the interests of Housing and Residence Life to the ASI Cabinet of Commissioners meetings (COC)
- Supports Housing and Residence Life services and promotes student involvement opportunities to residents
- Assists in the planning, execution, and assessment of (ASI funded) Housing and Residence Life events
- Is responsible for monthly communication with the Assistant Director of Housing and Residence Life, and/or designee
- Attends all Residence Hall Association (RHA) meetings
- Attends all mandatory COC meetings
- Attends at least one (1) ASI Board of Directors meeting
- Is a current housing resident in good standing



Veterans Affairs Representative:

- Functions as ASI's direct contact with the [Veterans Resource Center](#)
- Represents the interests of student veterans to the ASI Cabinet of Commissioners meetings (COC)
- 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
- Attends all mandatory COC meetings
- Regularly attends Veterans Resource Center meetings
- Attends at least one (1) ASI Board of Directors meeting
- Is a student veteran in good standing

ASI Spirit Commissioner:

- Creates a strategic plan for building school spirit and promoting ASI events
- Supports the recruitment of volunteers for the Screaming Eagles program
- Organizes and maintains school spirit initiatives and programs
- Initiates crowd participation at school athletic events
- Develops and implements a schedule of spirit programs to be approved by the ASI Cabinet of Commissioners
- Sits on University Spirit and Athletics collaboration committees
- Assists with ASI General Election planning and promotion
- Meets with the Assistant Director of Athletics to ensure communication/collaboration between ASI and [Athletics](#)

ASI Public Relations & Marketing Commissioner:

- Sets goals and plans activities to enhance and build ASI's reputation on campus (i.e. public relations campaign development)
- Organizes in-person student outreach opportunities (e.g. tabling, classroom presentations)
- Manages media inquiries and interview requests
- Maintains relationships with on-campus media outlets (e.g. [Office of Communications and Public Affairs](#), [University Times](#))
- Creates media content, prepares media kits, and organizes ASI press conferences
- Crafts press releases, publishes newsletters, and prepares speeches for ASI leaders
- Follows campus guidelines and adheres to best practices (e.g. [OCPA Social Media Guidelines](#))
- Assists the [ASI Graphics and Marketing Team](#) and coordinates efforts
- Supports and contributes to programs and functions under the Cabinet of Commissioners

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