



VICE PRESIDENT FOR UNIVERSITY AFFAIRS (VPUA)

Reports To: ASI President

Advised by: Executive Director

POSITION SUMMARY

The Vice President for University Affairs (VPUA) manages the recruitment and supports the students sitting on Associated Students, Incorporated (ASI) and University Committees. When student applications are submitted, the VPUA conducts interviews and makes recommendations for committee appointments to the ASI Board of Directors. All committee members provide written reports to the VPUA for weekly processing. Additionally, the VPUA maintains the catalogue of ASI and University committees. The VPUA serves as the liaison to the Student Senators who serve on the Academic Senate and Chairs the Cabinet of Academic Senators (CAS) meetings where Senate matters are discussed.

REQUIREMENTS

- One-on-one meetings with ASI President, ASI Executive Director
- One-on-one meetings with the Academic Senators (6)
- Interviews all applicants for ASI and University committees and makes recommendations for appointments
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 1 week at a time
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- ASI executive officers are required to chair ASI committees and serve as student representatives on various University committees (see details below) which requires several hours each week
- Hold regular office hours to be available for the student body to meet and express concerns and meet with ASI staff to oversee the committee appointment procedures
- Engage with students weekly through events, programs, and presentations
- All ASI student leaders must check email daily and be reachable by phone during business hours throughout their term in office.

TERM

The term in office is one academic year beginning June 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year. ASI executive officer positions are essential roles in the direction and financial oversight of ASI and are required to be available to respond to business matters every day ASI is open, which includes breaks when the campus is open as well as some weekends.

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.

- Interviews and appoints students to University-wide committees and Academic Senate committees and informs the BOD of all appointments
- Represents ASI, along with the President, at University committees relating to University Affairs
- Submits proposals to the CAS 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
- May be invited to meet with the Executive Committee of the Academic Senate as a non-voting member
- Coordinates the assignment of Senators to the academic senate committees
- Actively recruits students to Academic Senate, College Specific and University-Wide Committees alongside the Academic Senators and College Representatives.
- Reviews and submits the bi-weekly reports of the Academic Senators to the ASI Chief of Staff
- Establishes a line of communication for themselves and the ASI Senators between the Provost, Vice President of Academic Affairs, Dean of Undergraduate Students, Dean of Graduate Students, Chairs of the Academic Senate committees and subcommittees, etc. (preferably in the summer).
- At the end of each semester, the Vice President for Academic Governance shall submit a list of student committee members to the appropriate chair for verification of their participation. After verification, a list of students who attended at least 70% of their committee meetings will be forwarded to the Vice President for Student Life for final recording.
(<https://www.calstatela.edu/academicsenate/handbook/ch2a#recognition>)

COMMITTEE INVOLVEMENT

- Serves as a voting member of the ASI Board of Directors
- Serve as the Chair of the Cabinet of Senators (CAS), that coordinates, plans, and is responsible for the actions of the academic governance unit of ASI. 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>
- Serve as Chair of the 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 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>
- Attend as guest the Cal State LA Academic Senate meetings. For more information about the Academic Senate and their scheduled meeting times visit:
<http://www.calstatela.edu/academicsenate>
- Voting member of the ASI Personnel Committee, Finance Committee, Legislative Affairs and Advocacy Committee, and Executive Cabinet



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

GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a reduction of the GIA payment.

Approved by the Board of Directors, July 2024