



## ASI ENGAGEMENT COMMISSIONER

**REPORTS TO:** ASI Vice President of Administration

**Advised by:** ASI Program Coordinator

### REQUIREMENTS

- Commissioner shall have one-on-one meetings with the ASI Vice President for Administration (VPA) and Program Coordinator weekly
- 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 10 consecutive working days at a time (including breaks)
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- Student leaders are on break during academic holidays and campus closures but must check email daily and be reachable by phone year-round during 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.

### POSITION SUMMARY

- Responsible for the creative direction and planning of events that foster campus community, builds school spirit, and creates opportunities for belonging
- Supports the recruitment of volunteers for the Screaming Eagles program
- Organizes and coordinates 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 CEO Committee
- Meets with the Athletics to ensure communication/collaboration between ASI and Athletics
- In collaboration with the Elections Committee (a joint team from ASI and U-SU), communicate all General Election involvement opportunities to the campus community
- Understand and uphold the guidelines and rules for the election as stated in the Election Code of Procedure ([ASI policy 004](#))
- The Spirit Commissioner is ineligible to run for elected student leader positions in the year they serve in order to be impartial in the elections process



## 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 programs
- 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 and University policies

## COMMITTEE INVOLVEMENT

Serve as a voting member of the Community Engagement and Outreach Committee (CEO). The committee is charged to serve as ASI's primary programming entity creating and coordinating a variety of events and activities that engage students in fun and meaningful ways with the purpose to create a strong campus community and foster a strong sense of belonging for Cal State LA students. The committee meets every other week to discuss events and allocate funding to ASI programs.

## 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 Board of Directors, April 2024*