



ASSOCIATED STUDENTS, INC.

California State University, San Bernardino
invites applications for the position of:

Director of External Affairs

RATE OF PAY	\$13.00 per hour
EMPLOYMENT STATUS	Paraprofessional
LOCATION	Associated Students Inc. - California State University, San Bernardino
HOURS PER WEEK	15 - 20 hours
DESCRIPTION	<p>The ASI Director of External Affairs is responsible for the legislative advocacy and civic engagement aspects of ASI. This position reports to the Policy & Legislative Specialist and will be responsible for (but not limited to):</p> <ul style="list-style-type: none">• coordination of events that increase student engagement;• informing students about legislation and/or policy that affects them;• communicating student concerns to members of the state and federal legislature;• attend monthly Cal State Student Association Meetings;• chair the ASI Lobby Corps Committee;• provide monthly reports to the ASI Board of Directors;• perform other duties as assigned.
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• Demonstrate a high level competency about ASI's mission, purpose, services and programs• Demonstrate leadership experience• Demonstrate excellent verbal and written communication skills• Possess a thorough understanding of the legislative process• Readily take direction and work independently• Possess a basic understanding of Robert's Rules of Order• Ability to use Microsoft Suite (Word, Excel, Powerpoint)
ELIGIBILITY	<ul style="list-style-type: none">• Must be a current CSUSB Student in good academic standing• Must have and maintain a GPA of 2.75

Director of External Affairs / ASI Supplemental Questionnaire

1. Are you a current CSU San Bernardino student?

Yes

No

2. What are your best qualities and how will you use them to serve the students of CSUSB?

3. Will you be enrolled as a CSUSB Student through Spring 2019?

Yes

No

4. How have you been an advocate for CSUSB student concerns?

5. In your opinion, what are the 3 most important issues facing CSUSB students today?
