



ASSOCIATED STUDENTS, INC.

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

Director of External Affairs (DEA)

RATE OF PAY	\$14.00 per hour
EMPLOYMENT STATUS	Student Employee
LOCATION	Associated Students Inc. - California State University, San Bernardino
HOURS PER WEEK	10 - 20 hours
DESCRIPTION	<p>The ASI Director of External Affairs (DEA) is responsible for the legislative, advocacy and civic engagement functions of ASI. This position reports directly to the Policy & Legislative Specialist and will be responsible for:</p>
ADVOCACY	<ul style="list-style-type: none">• Attending (traveling to) California State Student Association meetings as funded through ASI• Serving (if designated to) as the voting member on the CSSA Board of Directors• Coordinating campaigns relating to campus-wide or CSU student centered initiatives• Coordinating all lobbying trips on behalf of ASI• Communicating student concerns to members of the state and federal legislature as authorized by the ASI Board of Directors
LEGISLATIVE AFFAIRS	<ul style="list-style-type: none">• Providing reports to the ASI Board of Directors• Providing reports, as needed, to the Policies & Legislative Specialist• Collaborating internally with all assigned ASI legislative projects• Training and managing the ASI Lobby Corps committee
CIVIC ENGAGEMENT	<ul style="list-style-type: none">• Coordinating events that increase voter engagement and student advocacy• Researching, analyzing and informing students about California legislative priorities
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• DEA will demonstrate a high level of competency about ASI's mission, purpose, services and programs• DEA will demonstrate excellent verbal/written communication skills• Readily take direction and work independently• 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