



ASSOCIATED STUDENTS, INC.

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

Director of Internal Affairs (DIA)

RATE OF PAY	\$14.00 per hour
EMPLOYMENT STATUS	Student Employee
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK JOB	10 - 20 Hours per week
DESCRIPTION	<p>The Director of Internal Affairs (DIA) will be responsible with assisting in the internal components of the corporation. This position is responsible for assigning individuals to committees and tasked with collecting, generating and synthesizing reports. The DIA will work with department heads to establish a consistent reporting method. This position reports directly to the Policies & Legislative Specialist.</p> <p>The DIA will adhere to the following directives:</p>
REPRESENTATION & ACCOUNTABILITY	<ul style="list-style-type: none">• Maintain a user-friendly database of active campus-wide committees• Maintain a record on student general learning outcomes• Recruit and train students to actively participate on committees• Compile committee reports in a clear and cohesive manner• Share relevant CSU and CSUSB information with advocates to ensure they are fully informed
UNIVERSITY RELATIONS	<ul style="list-style-type: none">• Oversee the scheduling of student advocates• Oversee the assignments of student advocates• Oversee the responsibilities and tasks of student advocates• Work closely with ASI Special Projects Coordinator on departmental and interdepartmental projects as deemed necessary• Provide internal operations reports to the Policies & Legislative Specialist, ASI Executive Director and the ASI Board of Directors• Assist with the coordination and implementation of all staff retreats and banquets
REPRESENTATION	<ul style="list-style-type: none">• Actively participate on committees• Represent corporate officers and staff as designated for meetings• Nurture healthy lines of communication with various campus groups• Collect information and generate reports as assigned• Perform other duties as assigned
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• Possess a professional attitude and work ethic• The DIA will be reliable and punctual• The DIA will have excellent verbal/written communication skills and attention to detail• The DIA will have knowledge of Microsoft Word and Excel• Behave and communicate in a professional manner• Ability to work independently• Ability to research and analyze various policies and issues related to the student population
ELIGIBILITY	<ul style="list-style-type: none">• Must be a currently enrolled CSU San Bernardino student• Must be in good academic and judicial standing (not on probation)• Must have a minimum GPA of 2.75