



ASSOCIATED STUDENTS, INC.

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

Director of Internal Affairs

RATE OF PAY	\$XX.00 per hour
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK JOB	15 - 20 Hours per week
DESCRIPTION	<p>The Director of Internal Affairs will serve as a student staff member tasked with assisting in the day to day operations for the corporation. This position will be in charge of committee assignments, collection of reports, trainings (including retreats) and setting meeting schedules for staff. The DIA will work with department heads to establish a consistent reporting method within the corporation. This position reports to the Executive Vice President and would be responsible for:</p>
Student Representation & Volunteer Accountability	<ul style="list-style-type: none">• Maintaining a user-friendly database of Campus-wide committees and Student General Learning Outcomes• Recruit and train students to sit on committees and collect information about CSUSB• Collect Committee reports and agendas from student representatives to report to the Executives and BOD• Brief and prepare student representatives for any and all assigned committee tasks and responsibilities• Follow up with student representatives and set consistent reminders to ensure success
ASI & University Relations	<ul style="list-style-type: none">• Support corporation with projects as needed• Work with ASI Special Projects Coordinator as deemed necessary• Provide internal operations reports to the ASI Executive Director and the ASI Board of Directors• Assist with the coordination of all staff retreats and banquets
Policy	<ul style="list-style-type: none">• Assist in the policy development research and implementation of ASI policies, procedure, and by-laws• Coordinate Policy Committee and ensure all policies are reviewed on an annual basis• Schedule committee meetings
Representation (Officer Designee, Liason amongst Affinity Groups)	<ul style="list-style-type: none">• Sit in various committees, including but not limited to campus-wide committees• Represent corporate officers and staff as designee for meetings as deemed necessary• Establish direct communication with various campus groups and affinity centers• Collect information from different departments of ASI including work schedules• Perform other duties as assigned
Minimum Requirements	<ul style="list-style-type: none">• Possess a professional attitude and work ethic• Reliable and punctual• Excellent verbal and written communication skills and attention to detail• Working knowledge of Microsoft Word and Excel• Behave and communicate in a professional manner• 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

APPLICATIONS MUST BE TURNED IN TO THE ASI OFFICE: SMSU-108
FOR MORE INFORMATION ON THE POSITION E-MAIL: asi-frontdesk@csusb.edu or call (909) 537-5936