

## POSITION DESCRIPTION

Approved On:

May 11, 2022



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<b>Position Title:</b>	Director of External Affairs
<b>Rate of Pay:</b>	\$15.00/hr
<b>Employment Status:</b>	Student Paraprofessional
<b>Location:</b>	San Bernardino Campus
<b>Hours Per Week:</b>	10-20
<b>Description:</b>	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 Associate Director and Executive Director.
<b>Learning Outcomes:</b>	<p>Student employee will be able to acquire knowledge and practice surrounding government relations, civic engagement, and higher education legislation.</p> <p>Student employee will be able to foster partnerships with external stakeholders in the interest of advocating for the student body of Cal State San Bernardino.</p>

### Job Duties & Responsibilities

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- Travel to and attend the California State Student Association (CSSA) meetings as funded through ASI
- If designated to do so, serve as the voting member on the CSSA Board of Directors
- Coordinate campaigns relating to campus-wide or CSU student centered initiatives
- Recruit, train, and oversee the ASI Lobby Corps team
- Coordinate and manage all Lobby Corps trips, including but not limited to the California Higher Education Student Summit (CHESS) and CSU Advocacy Week
- Lead and coordinate civic engagement efforts in collaboration with other campus partners
- Work with the CSUSB Office of Governmental Affairs on special projects and external stakeholder visits
- Communicate student concerns to members of the state and federal legislature as authorized by the ASI Board of Directors
- Provide legislative reports to the ASI Board of Directors and supervisors
- Provide guidance and briefs to the ASI Board of Directors and student body on current local, state and federal policies that could impact the CSU
- Research, analyze and inform students about California legislation regarding higher education
- Serve as a special advisor on the ASI Board of Directors
- Other duties as assigned

## **Minimum Requirements**

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- Ability to work independently and with others
- Good oral and written communication skills
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams)
- Must have an understanding and knowledge of the state and federal legislative process

## **Eligibility**

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- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a 2.00 semester/cumulative GPA

*For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).*