

## POSITION DESCRIPTION

Approved On:

May 9, 2022



---

**Position Title:** Policy Engagement Specialist, Education Policy & Legal Initiatives Office

**Rate of Pay:** \$15.50/hr

**Employment Status:** Student Paraprofessional

**Location:** San Bernardino Campus

**Hours Per Week:** 10-20

**Description:** The ASI Policy Engagement Specialist is responsible for the operations of the Education Policy and Legal Initiatives Office of ASI. This position reports directly to the Executive Assistant and Executive Director.

### Job Duties & Responsibilities

---

- Stay up to date with education policy initiatives at the local, state and federal levels.
- Oversee a production schedule for each semester of podcast episodes and seminars.
- Work with local legal offices to host monthly events on various legal subjects.
- Responsible for the office's event scheduling, advertising schedules, and social media portfolios.
- Perform clerical tasks such as but not limited to answering phones, filling out paperwork, filing paperwork, etc.
- Responsible for creating and distributing policy briefs/reports.
- Work with the Director of External Affairs on all external relation activities.
- Obtain knowledge of on campus resources for students.
- Identify local community resources for students
- Other duties as assigned

### Minimum Requirements

---

- Ability to work independently and with others
- Have a general understanding of public policy or be aware of issues in higher education
- Have above average oral and written communication skills
- Ability to communicate professionally with a wide variety of local and community stakeholders including but not limited to staff, faculty, administrators and government leaders
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams)
- Willingness to learn
- Must be detailed oriented

## Eligibility

---

- 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 2.0 semester/cumulative GPA

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