Position Title: Director of External Affairs

Rate of Pay: $16.00/hr

Employment Status: Student Employee

Location: San Bernardino Campus

Hours Per Week: 18-20

Description: The 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.

Student Learning Outcomes (SLOs):
1) The Student Employee will work with external stakeholders in the interest of advocating for the student body of Cal-State San Bernardino.

2) The Student Employee will acquire knowledge and practice surrounding government relations, civic engagement, and legislation.

Job Duties & Responsibilities
- Travel to and attend the California State Student Association (CSSA) meetings as funded through ASI.
- If designated, serve as the voting member on the CSSA Board of Directors
- Assist in coordinating campaigns relating to campus-wide or CSU student-centered initiatives.
- Recruit, train and oversee the Lobby Corps team.
- Assist in coordinating and managing all Lobby Corps trips, including but not limited to, California Higher Education Student Summit (CHESS) and Advocacy Day.
- Lead and coordinate civic engagement efforts in collaboration with other campus partners.
- Work with the Office of Governmental Affairs on special projects and legislator visits
- Communicate student concerns to members of the state and federal legislature as authorized by the ASI Board of Directors
- Provide reports to the ASI Board of Directors
- 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
- Ability to work independently and with others.
- Good oral and written communication skills
• Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams)
• Willing to learn state and federal legislative processes.

Eligibility
• Must be a currently enrolled student at Cal-State University, 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 2.75 semester/cumulative GPA

For more information on this position, please email asi-hiring@csusb.edu.