

## POSITION DESCRIPTION

Approved On:

April 23, 2024



**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**

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- 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**

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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)
- Willing to learn state and federal legislative processes.

### **Eligibility**

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- 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](mailto:asi-hiring@csusb.edu).