**POSITION DESCRIPTION**

*Approved On:**April 21, 2025*

**Position Title:** Director of External Affairs

**Rate of Pay:** $16.50/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 2.0 semester/cumulative GPA

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