



ASSOCIATED  
STUDENTS INC.  
CHANNEL  
ISLANDS

## ASI GRADUATE STUDENT ASSISTANT

Compensated Educational Leadership Opportunity  
Associated Students Inc.,  
California State University Channel Islands



[APPLY!](#)



[CI\\_ASI](#)



805-437-1629



[ASI@CSUCI.EDU](mailto:ASI@CSUCI.EDU)

### About The Role

The ASI Graduate Student Assistant upholds the vision for the organization to serve and advocate for the needs and interests of all CI students, by working alongside the ASI staff to provide overall organizational, special project and operational support to the ASI office.

- **Employment Rate:** \$18.25 Hourly
- **Hours:** 20 hours per week established between Monday- Friday, 8am-5pm, and outside of class.
- **Start Date:** August 1, 2022. Required on campus employee training dates include: Monday-Friday, 8am-5pm, August 1-19, 2022. Contracted through winter, spring, and summer breaks.

### Responsibilities

- Supports the Executive Director with achieving overall organizational goals and departmental responsibilities. Assists with on-site event oversight and support for one ASI programs.
- Coordinates and administers special projects and assignments for the ASI office.
- Assists with the planning, development, and implementation of ASI annual prostaff & student leader trainings, meetings & celebrations.
- Reviews, revises, and/or develops ASI procedures, manuals, and/or guidelines.

### Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled in a graduate program at CSU Channel Islands in Educational Leadership, Higher Education Concentration, Education, Counseling, Business or related field.
- ✓ Must be able to commit to twenty (20) hours per week for two consecutive semesters (fall and spring) & Must maintain a cumulative and semester 3.0 (B) or better with no course grades lower than a C+.