

Student Government Chief of Staff
Compensated Educational Leadership Opportunity
Associated Students Inc., California State University Channel Islands

Position Title:	Student Government Chief of Staff	Office:	Student Government
Hours:	10 hrs. /wk.	Employment Rate:	\$308.75 semi-monthly flat rate payment
Supervisors:	ASI Executive Director & ASI Student Programs Coordinator	Student Supervisor:	Student Government President
Area:	Associated Students Inc.	Division:	Student Affairs

Position Description

The Student Government Chief of Staff ensures that CI's Student Government Executive team, Directors, Senate, the student body, and the CI community remain apprised and informed of the organization's current initiatives, campaigns, events and special projects. As such, the Chief of Staff disseminates information to students, staff, faculty and administrators pertaining to Student Government's activities and acts as a liaison, under the general direction of the Student Government President, with all levels of authority within the

CI Community. In collaboration with the Student Government Director of Operations, the Chief of Staff also supports all communication outlets utilized by the organization. Finally, the Chief of Staff, under the general supervision of the Student Government President runs the Student Government Intern Program.

Duties & Powers

Organizational Processes

As taken from Article III of the Student Government bylaws:

- The Chief of staff serves in a supportive capacity for the Executive Branch and Student Government as a whole.
- Serves as the coordinator of the Student Government Intern program
- Meets on a bi-monthly basis with the President and Vice President.
- The Chief of Staff must hold biweekly one-on-one meetings and monthly group meetings with interns
- The Chief of Staff must work in collaboration with the Director of Operations to support student government internal communication and campus wide communication efforts.
- The Chief of Staff serves as an Executive member of the organization and is thus responsible for supporting, planning, and implementing Student Government campaigns, initiatives, events and special projects under the general direction of the Student Government President.

Executive Team Support

- To attend all Student Government Senate meetings Wednesdays from 9-11 a.m. in the Student Union Coville Conference Room.
- Promote Student Government, its leadership opportunities for students, and market these opportunities to generate increased membership.
- Meet regularly with campus partners, students and serves on CI Committees.
- Attend weekly executive meetings with the Student Government executive officers & Advisors throughout the term of office.
- Support office, team, and external communication on behalf of student government as an organization.
- Assist the President and executive team with special projects, communication and organizational duties.

*Additional duties as assigned by the ASI Executive Director & ASI Student Programs Coordinator

Position Qualifications & Appointment

- i. Exceptional leadership qualities which include the ability to: uphold the University mission; serve as a role model for the CI community; communicate effectively both verbally and in writing; work collaboratively with peers, faculty, staff, community members, and vendors; manage large amounts of detail and be efficient with time; build team and enhance student learning and development within Student Government membership.
- ii. Embrace and embody the CI Leadership Definition: With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.
- iii. An understanding of the dynamics student government, of planning advocacy campaigns, and managing a staff.
- iv. This appointment will be for one academic year starting July 1 of the current year through May 31 of the following year. This position is contracted through winter, spring and summer break. No person may serve more than two terms of office in the same executive director position.
- v. Attend monthly ASI Leadership Development meetings throughout the term of office.

Conditions of Employment

- i. Must pass a background check and may be subject to drug tests.
- ii. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- iii. *Undergraduate student:*

- Be currently enrolled at CI.
 - Must earn 6 semester units of credit per term while holding office.
 - Applying sophomores, juniors, and seniors must have a minimum cumulative and semester CI grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of service.
 - Applying freshman will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.
 - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
 - Be free of any holds on University records.
- iv. *Graduate and credential student:*
- Be currently enrolled at CI.
 - Must earn 3 semester units of credit per term while holding office.
 - Have a minimum cumulative and semester CI grade point average of 3.0 at the time of selection and must maintain this minimum average throughout the term of service.
 - Applying first year graduate students will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.
 - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
 - Be free of any holds on University records.

Additional Posting Information

Submission Requirements:

Submit resume, cover letter, and student ID number to asi@csuci.edu.

Classification:

Level I Student Employee

The Student Government Chief of Staff appointment is a compensated educational leadership opportunity in which the student receives a semi-monthly, flat rate payment for the assignment. The time to complete the work of this appointment is estimated to be approximately 10 hours per week; the accountability for the work of this position, however, is output measured through adherence to the expectations of the position description, and completion of planned projects and programs. Work output, adherence to the position description, and completion of planned projects and programs will be assessed through regular meetings with the ASI professional staff supervisor.

Leadership Learning Outcomes:

ASI is committed to the development of our student leaders. Students involved in ASI leadership opportunities will develop in the following skill sets: Interpersonal skills, Problem Solving, Effective Communication, and Leadership Identity Formation.

Contact:

Helen Alatorre Phone: 805-437-1629 Email: Helen.Alatorre@csuci.edu

Annie Block-Weiss Phone: 805-437-1674 Email: Annie.Block-Weiss@csuci.edu

Students Name:	Signature & Date:
Student Supervisor Name:	Signature & Date:
Supervisor Name:	Signature & Date:
Supervisor Name:	Signature & Date: