

Student Government Director of External Affairs

Compensated Educational Leadership Opportunity

Associated Students Inc., California State University Channel Islands

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

Position Description

The Director of External Affairs serves as Student Government's representative to the California State Student Association (CSSA), ensuring that CI's Student Government President, Senate, and the student body remain apprised and informed of CSSA policies and current initiatives. As such, the Director of External Affairs disseminates information to students pertaining to Student Government's lobbying and legislative activities and acts as a liaison, in conjunction with CI's Director of Community and Government Relations, between CI's Student Government and external community and CSU system-wide contacts.

Duties & Responsibilities

Organizational Processes

As taken from Article III of the Student Government bylaws:

- The Director of External Affairs is Student Government's representative to the California State Students Association (CSSA)
- Travel to all CSSA monthly plenary and regional meetings
- Attend all scheduled Senate meetings
- Coordinate all Student Government legislative visits and advocacy
- Disseminate information to students pertaining to Student Government's lobbying and legislative activities
- Oversee the recruitment and training of the Lobby Corps
- Collaborate with the CSU Channel Islands Director of Community and Government Relations
- Coordinate all voter registration and education campaigns on campus

Internal & External Representation

- Attend all Student Government Senate meetings Wednesdays from 9-11 a.m. in the Student Union Coville Conference Room.
- To attend all monthly plenary and regional meetings of the CSSA as directed by the Student Government President.
- Attend weekly executive meetings with the Student Government executive officers & Advisors throughout the term of office.
- Communicate with and meet regularly with CI's Director of Community and Government Relations to generate relevant updates.
- Meet regularly with campus partners, students and serves on CI Committees.
- Promote Student Government, its leadership opportunities for students, and market these opportunities to generate increased membership.

*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 Director of External Affairs 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:

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

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