



Associated Students Inc., Governmental Relations Student Coordinator

Mission Statement

The Associated Students, Inc. (ASI) of California State University, Stanislaus is the official voice of the students. As a not-for-profit organization, our mission is to provide and fund a wide-range of high-quality programs and services to support student life, student success and instill a sense of campus pride. ASI provides resources and programs that encourage leadership development as well as broaden social, educational, political and emotional growth.

Job Summary

The Governmental Relations Student Coordinator is responsible for maintaining knowledge of and educating the ASI Executives and the Board of Directors of governmental affairs that affect the city, state, federal and/or the CSU concerning Higher Education. This position reports to the ASI Leadership Manager.

Duties

- Provide at least one report per month to the ASI Board of Directors.
- Serve as the official voting member of California State Student Association (CSSA).
- Attend all CSSA Conferences and pertinent functions.
- Update ASI President and the organization regarding issues directly or indirectly impacting the students of Stanislaus State.
- Inform and educate students on local, statewide and federal issues pertaining to Higher Education.
- Advise, train and provide guidance to Warrior Lobby Team (WLT).
- Attend summer/winter retreats, student assistant trainings and any workshops.
- Other related duties as assigned by ASI President.

Skills & Qualifications

- Ability to work with a culturally diverse student body and staff.
- Strong organizational, problem-solving, and analytical skills.
- Ability to work independently and as a member of various teams and committees.
- Ability to handle multiple projects and meet required deadlines.
- Ability to work on complex projects with general direction and minimal guidance.
- Strong interpersonal (written and oral) and group communication skills.
- Working knowledge and understanding of ASI policies and bylaws.

Required

- Must be a currently enrolled, matriculating Stanislaus State Graduate student with a minimum 2.0 grade point average.
- Must be available Tuesday's from 3:30 p.m. to 4:30 p.m. for biweekly WLT meetings.
- Work an average of 15-20 hours per week and travel for CSSA conferences.
- The ASI Governmental Relations Student Coordinator position is a one-year term position.

Salary Range: \$14.50 per hour Classification II