



Associated Students, Inc., Student Government 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 Student Government Student Coordinator is responsible for creating and planning opportunities for the Board of Directors to engage with the campus community. This person will plan events that are determined by the ASI Executives and/or the Board of Directors. This person will advise, train and provide guidance to First-Year Leadership Experience (FLEx). This position reports to the ASI Student Government Coordinator.

Duties

- Plan, market, implement, and evaluate a wide variety of ASI Student Government related events such as Student Government Town Hall series.
- Collect data and provide information on all implemented events and programs for programming assessments.
- Assist with marketing ASI services such as Turlock Transit.
- Maintain the ASI student government programming budget and expenditures.
- Prepare and submit all necessary programming paperwork before designated deadlines.
- Maintain and organize ASI Student Government files.
- Chair the ASI Elections Commission.
- Work in conjunction with the ASI Elections Commission on recruitment, forums, and Election Days.
- Assist supervisor with recruitment, training, and coordination of the First-Year Leadership Experience (FLEx)
- Advise, train and provide guidance to First-Year Leadership Experience (FLEx)
- Attend summer/winter retreats, student staff trainings and any workshops.
- Other related duties as assigned by the ASI Student Government Coordinator.

Skills & Qualifications

- Excellent written and oral communication skills.
- Strong organizational, time management and problem-solving skills.
- Acute attention to detail.
- Ability to work under pressure with a positive attitude.
- Ability to work independently and as a member of a team.
- Ability to handle multiple projects and meet various deadlines.
- Creative, flexible, and innovative team player.
- Exhibit strong leadership skills.
- Knowledge of Microsoft Word, Excel, and other computer programs.

Required

- Currently enrolled, matriculating CSU Stanislaus 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 weekly FLEx meetings.
- Must be available Tuesday's from 11:00am-1:00pm and 5:00pm-8:00pm for Student Government events.
- Work an average of 15 – 20 hours per week.
- Must possess and maintain a valid CA Driver's License, maintain appropriate auto insurance and have access

Classification II