

## POSITION DESCRIPTION

Approved On:

September 1, 2023



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**Position Title:** Director of Internal Affairs

**Rate of Pay:** \$16.00/hr

**Employment Status:** Student Paraprofessional

**Location:** San Bernardino Campus

**Hours Per Week:** 18-20

**Description:** The Director of Internal Affairs (DIA) is responsible for assisting with ASI's engagement and involvement campus wide. This individual will directly assess student needs through data collection and help facilitate connections between campus and the Board of Directors. Additionally, the DIA will assist with the training and onboarding of ASI's Howl Squad. This position directly reports to the Associate Director.

**Learning Outcomes:**

- 1) The Student Employee will work with internal stakeholders in the interest of advocating for the student body of Cal-State University, San Bernardino.
- 2) The Student Employee will demonstrate best practices for fostering and maintaining healthy lines of communication with student groups, clubs, and organizations on campus.

### Job Duties & Responsibilities

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- Serve as a student special advisor on the ASI Board of Directors.
- Meet with CSUSB student groups and centers to discuss student needs and assess possible outcomes.
- Work with the marketing team to recruit and promote Howl Squad.
- Develop a retention strategy for student representatives on Howl Squad.
- Work with the ASI President on outreach initiatives to students.
- Work with the ASI Executive Vice President to onboard and train student representatives in Howl Squad
- Assess topics of interest and needs within the student body by conducting surveys. Report assessment of student needs and interests to the Board of Directors
- Connect campus departments to ASI by coordinating presentations to the Board of Directors.

### Minimum Requirements

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- Good oral and written communication skills
- Good organization skills
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams) and Google Suite
- Ability to work independently and with others

- Ability to nurture healthy lines of communication with various campus groups

### **Eligibility**

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- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have and maintain a 2.0 semester/cumulative GPA

For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).