



EMPLOYMENT OPPORTUNITY
Associated Students
at Sacramento State
Civic Engagement Coordinator
OFFICE OF GOVERNMENTAL AFFAIRS

Position Summary: The Civic Engagement Coordinator shall organize Governmental Affairs participation in campus outreach to promote voter education and registration; publicize Governmental Affairs activities through social media; and plan events to activate student engagement and interest in advocacy.

Time Base: Part-time, up to 20 hours per week (During each Academic Year)

Application Deadline: **Application review will begin immediately**
Applications accepted until the position is filled.

Compensation: \$11.00/hour

ESSENTIAL DUTIES & RESPONSIBILITIES:

Manage voter registration and information efforts. This includes scheduling and training volunteers, securing appropriate supplies and equipment, and maintaining accurate records. Coordinate with Residential Life and the County's Registrar Office the placement of a polling booth on campus for local, state and federal elections.

Coordinate club, organization, and classroom presentations to educate students on issues affecting higher education and recruit new Governmental Affairs Policy Committee (Lobby Corps) members.

Coordinate visits of community leaders, including but not limited to state legislators and city council members to the campus in conjunction with the Legislative Affairs Coordinator and Sacramento State Office of Public Affairs and Advocacy to discuss issues in higher education and publicize Sac State.

Coordinate Office of Governmental Affairs (OGA) events, forums, etc., and organize participation in campus/community events. Plan the opening reception to the annual California Higher Education Student Summit in collaboration with the Governmental Affairs Director, ASI Board Associate and university staff to be held on campus.

May represent the OGA Director at meetings or events as needed.

Use social media platforms and the OGA web page to promote Office of Governmental Affairs and its related Activities.

Other duties may be assigned.

CORE COMPETENCIES

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Strong analytical and problem-solving skills
- Ability to follow oral and written instructions
- Ability to work effectively and collaboratively with a diverse student population
- Inter-personal skills

MINIMUM QUALIFICATIONS

- Currently enrolled Sac State student
- Proven strong organizational skills
- Knowledge of PC windows-based personal computers - Microsoft Word, Excel, Outlook
- Experience with event and/or project planning

PREFERRED QUALIFICATIONS

- Knowledge of higher education issues at the state and national level
- Previous experience organizing volunteers
- Previous public speaking experience
- Experience with event and/or project planning
- Experience in booking spaces

How to Apply: Interested applicants must submit an ASI application, and resume. To apply please select Apply Now on our website or visit: <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>.

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

Associated Students is an Equal Opportunity employer.

www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at <http://www.csus.edu/police/cleryact.stm>.