



## EMPLOYMENT OPPORTUNITY

Associated Students  
at Sacramento State

### Legislative Affairs Coordinator OFFICE OF GOVERNMENTAL AFFAIRS

**Position Summary:** Under the direction of the Office of Governmental Affairs Director, the Legislative Affairs Coordinator is responsible for assisting in sharing information on higher education issues; chairs and recruits students at large for the Governmental Affairs Policy Committee (Lobby Corps); and trains and supervises students on legislative visits and promotes student engagement in advocacy efforts at Sacramento State.

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

**Application Deadline:** Applications accepted until the position is filled.  
Interviews will begin in January

**Compensation:** \$11.00/hour

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

Chair Governmental Affairs Policy Committee and manage members. This includes scheduling Committee meetings, drafting agendas, securing room reservations, and maintaining accurate records. Coordinate visits with Legislators and train members on how to advocate. Research and track legislation regarding or relating to higher education.

Coordinate with CSSA Liaison and other Lobby Corps Officers throughout the CSU system. Brainstorm and execute events that involve the campus on understanding legislative bills that will affect higher education. May represent Office of Governmental Affairs Director at meetings or events as needed.

Draft bill analyses to recommend to the ASI Board of Directors for a position. Advocate for supported bills and against opposed bills at the Capitol.

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 work effectively and collaboratively with a diverse student population
- Self-motivated and comfortable taking initiative
- Ability to manage project and/or event planning

#### MINIMUM QUALIFICATIONS

- Knowledge of higher education issues at the state and national level
- Able to research legislation and understand legislative language
- Currently enrolled Sac State student
- Proven strong organizational skills
- Knowledge of PC windows-based personal computers - Microsoft Word, Excel, Outlook

#### PREFERRED QUALIFICATIONS

- Knowledge of the legislative process
- Experience with event and/or project planning
- Previous public speaking experience
- Previous experience organizing volunteers/students

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

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](http://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.