Position Summary: The Office of Governmental Affairs Director is responsible for keeping the Board of Directors and the students of Sacramento State informed about higher education issues at the local, state and national level by attending relevant meetings, submitting reports, organizing events, and advocating on their behalf. The Director also oversees voter registration and education efforts on behalf of the organization. Advocate on behalf of the Board of Directors and Sacramento State students to ensure quality, affordability and access to higher education. Develop and maintain a strong relationship with appropriate agencies by regularly attending relevant meetings in order to stay current with higher education issues on a local, state and federal level. These agencies may include, but are not limited to, the Assembly Higher Education Committee, Senate Education Committee, Public Policy Institute of California, Sacramento City Council, the Center for California Studies, University Public Affairs & Advocacy, and the Department of Public Policy at Sacramento State. Meeting with individual legislators or administrators may be required. Report verbally or in writing to the Board and Sacramento State students regarding higher education issues. Maintain a record of Board's position on legislative bills. May develop action plans to respond to campaigns, legislation, or other pertinent items. This may involve organizing rallies, informational meetings, presentations or other special events. Ideally, attend weekly ASI Board of Directors meetings (both Working and Regular Board meetings); minimally, attend the annual board planning retreat and bi-weekly Regular Board meetings during Fall and Spring Semesters. Recruit, select, train, supervise and evaluate the California State Student Association (CSSA) Representative, Legislative Affairs Coordinator, Civic Engagement Coordinator, and volunteers. Design, organize, and implement lobby training for the students of Sacramento State by developing a curriculum and scheduling speakers. Work in conjunction with the ASI President and the CSSA Representative to develop a system-wide coalition to lobby and campaign in an organized fashion. Work with the Civic Engagement Coordinator to develop a voter registration marketing plan each year aimed at the students of Sacramento State. Work with Sacramento State Residential Life and others on the campus to maintain the availability of an on-campus polling location. In consultation with the Executive Director, develop and continually monitor annual budget for Office of Governmental Affairs and CSSA. Work in coordination with the ASI Elections Officer to support ASI Elections, as needed. Other duties may be assigned.

Time Base: Part Time Non-Exempt

Compensation: $10.00 per hour

Application Deadline: May 22th 2013- Open Until Filled

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
- Strong inter-personal skills

Minimum Qualifications
- Previous experience in representation and advocacy
- Knowledge of higher education issues at the local, state and federal level
- Currently enrolled Sac State student in good standing
- Proven strong organizational skills
- Knowledge of PC windows-based personal computers - Microsoft Word, Excel, Outlook

Preferred Qualifications
- Experience supervising others, employees or volunteers
- Experience with event and/or project planning
- Previous public speaking experience
How to Apply: Interested applicants must submit an application and resume. Applications can be found on the ASI web site.

Return completed application:

**By mail**
Attn: Human Resources
Associated Students, CSUS
6000 J Street
Sacramento, CA 95819-6011

**By Fax or Email**
Attn: Human Resources
Fax: 916-278-6278
Email: gennifer@csus.edu

**Or in person**
ASI Human Resources
3rd floor University Union
6000 J Street
Sacramento, CA 95819-6011

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)