Apply to ASI!

(https://csuci.campuslabs.com/engage/submitter/form/start/625562)

Join ASI Today:

Thank you for your interest! Student positions within ASI are extraordinary para-professional leadership opportunities. We offer a variety of part-time staff and elected positions. Our employee positions include an hourly rate or bi-monthly compensation. Within ASI there are many opportunities to become a leader, while also pursuing your career, interests and profesional passions.

Below are all the positions currently open in ASI along with instructions on how to apply today! We look forward to receiveing your application!

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How To Apply!

Application Timeline:

Application Open: Monday, February 19, 2024
Application Due: Wednesday, March 13, 2024 by 11:59 PM
Application Review: Monday, March 18- Friday, March 22, 2024
Group Interviews: Friday, March 29 & Friday, April 5 2024
Individual Interviews: Monday, April 15- Friday, April 26, 2024
Anticipated Job Offers: Wednesday, May 1- Friday, May 3, 2024

Application Form:

Once you begin the application, you will have the opportunity to apply for all of ASI's student leadership and employment positions. If you are interested in multiple programs and multipple positions, please make sure to select all that apply! To apply you will need to:

1. Submit a **Complete ASI Job Application Form.**
2. Confirm **Eligibility Check on your ASI Job Application Form.**
3. Add your **Cover Letter to your ASI Job Application From** *(Share why you want to be considered).*
4. Add your **Resume to your ASI Job Application From** *(Include all work and leadership experience).*
5. Add **2 Referencestoyour ASI Job Application From** *(Notify your references that ASI may be contacting them via email regarding your application. You may provide one professional reference and one personal reference).*

Some positions may require additional materials be uploaded to your ASI Job Application form for further consideration.

- ***Portfolio or URL to Portfoilo*** *(If applying for Graphic Design position or Media Editor/Assistant - Videography/Social Media positions).*
- ***Writing Sample*** *(Include 1 to 2 samples if applying for The CI View - student news Editor in Chief, Managing Editor, or Assistant Managing Editor positions).*

Hiring Managers will review all application materials during the initial application review. Applicants who do not meet the required criteria will not continue to the interview, selection, and placement process. The interview process will provide further opportunity to learn about all of ASI's positions.

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Programs & Positions We Are Hiring For:

ASI PROGRAM EMPLOYMENT OVERVIEWS:
Student positions are available in each program area and open until filled.

All ASI student employees are seen as leaders and are expected to demonstrate professional and appropriate relationships with students, faculty, staff and community that visit the Student Union Building, all ASI Program offices, and all ASI/Program specific events and initiatives in order to serve as a positive representative of CSUCI.

Positive behavior must be demonstrated by ASI employees on and off campus as student employees are expected to represent all of ASI's programs, services, events, engagement opportunities, customer service orientation, and facility care, as part of the total University experience. ASI leaders and employees must attend all ASI and program specific trainings and team meetings.

ASI Student Government:

Student Government (SG) is the recognized representative voice of the student body. SG employees work to amplify the student voice, create awareness around student needs and engage at the local, state, and national levels. SG employees support weekly student Senate meetings, CI Lobby Corps which focuses on advocating for student-related issues at the local and state level, and the SG Internship Program. SG employees work alongside the elected SG President, Vice President and Senators on student initiatives and resolutions for change that focus on social justice, sustainability, wellness, recreation, and other student interests.

- Hours Range: *15 Hours per week*
- Pay Range: *$17.25 an hour (paid as a stipend twice a month)*
- Positions Include: *Chief of Staff, Director of External Affairs, Director of Operations*

Student Union Building (SUB)- Services & Info Desk Team:

Student Union Building (SUB) employees are responsible for facilitating a welcoming, engaging and inclusive Student Union environment throughout all facility spaces to provide a high level of customer service, a space for others to build community, and support for all guests and activities in the SUB. SUB employees will assist students and visitors with space reservations, event reservations, resource check-out, campus directions and information. SUB employees also assist with daily facility operations and management including opening and closing procedures, resource inventory, resource check-outs & returns, facility maintenance, event support, SUB engagement programs, and SUB Info Desk services.

- Hours Range: *Up to 20 hours per week*
- Pay Range: *$17.25 - $18.25 an hour*
- Positions Include: *SUB Supervisors, SUB Service Assistants*

ASI Student Programming Board (SPB)- Event Planning Team:

Student Programming Board (SPB) provides social and educational events on campus for all students! SPB employees create, plan and execute some of CI's biggest student lead events on campus. Employees support event planning and implementation for events like Night Markets, Foodie Tuesdays and Dolphinpalooza! SPB employees lead and attend weekly event planning meetings, oversee student event volunteers, plan and organize events, support event budget management, work with local businesses and vendors, create decorations, assist in developing advertisement and marketing for events, and are expected to maintain strong teamwork and project management skills. SPB Employees support creating engaging events where students can learn and create a greater sense of belonging on campus by participating in events and social connection opportunities.

- Hours Range: *20 hours per week*

- Pay Range: *$17.50 - $18.00 an hour*

- Positions Include: *Event Leads, Event Assistants, Ekho the Mascot*

The CI View - Student News Team:

The CI View student news is a student ran news organization. CI View employees create and distribute a weekly e-newsletter, The CI View Weekly. CI View employees also work together to create regular broadcasting content to bring timely and accurate news to the CI community. CI View employees work as a team to create content ideas, write and edit news material, create graphic images, capture photos, generate video ideas and content, and conduct interviews. Employees oversee weekly news team meetings, interns and creative volunteers and contributors. As a team CI View employees are expected to accurately and ethically report on and highlight important, relevant news and information for CSUCI students.

- Hours Range: *10-20 hours per week (varies by position)*
- Pay Range: *$17.25 - $18.00 an hour (paid as a stipend twice a month)*
- Positions Include: *Editor in Chief, Managing Editor, Media Editor, Design Editor- CI View, Business Manager, Media Assistant, Assistant Managing Editor*

Student Organizations & Involvement (SOI) - SLI Center & Support:

Student Organizations & Involvement supports and serves campus Student Organizations and Fraternity & Sorority Life to provide involvement opportunities and engagement on campus! Program Assistant employees in this area are responsible for support services, engagement programs, and visitors in the Student Leadership & Involvement (SLI) Center. Employees provide support to existing student clubs and organizations, student officers, students interested in starting a new club, and all guests that visit the SLI center. Employees also support SOI events, workshops, marketing and promotion.

- Hours Range: *15-20 hours per week*
- Pay Range: *$17.25 an hour*
- Positions Include: *Programs Assistant*

ASI Graphic Design & Marketing Team:

ASI Graphics and Marketing exist to serve all ASI offices and program areas which include- ASI Administrative Office, Student Government, Student Union, Student Programming, The CI View Student News, Student Organizations & Involvement. ASI Graphics and Marketing employees support design and marketing requests for all ASI programmatic areas by creating unique designs, content, and marketing campaigns. Employees are responsible for producing designs, social media content, copy writing, and for executing marketing and promotion of all ASI events, initiatives and services digitally and in print within marketing & promotion deadlines. Employees also support marketing distribution for all print and digital services. This team is responsible for ASI innovation and for creatively promoting ASI and its programs.

- Hours Range: *10-20 hours per week*
- Pay Range: *$17.50 an hour*
- Positions Include: *Graphic Design & Marketing Assistants*

ASI & Student Union Graduate Assistantships:

Graduate Student Assistants support ASI operations and programs at a high level to support providing ASI programs and students with excellent services, engagement programs, events, and learning opportunities. Graduate employees work alongside ASI professional staff members in various program areas and are expected to support ASI & Student Union planning, assessment practices, marketing & distribution, student supervision, program management, special projects, benchmarking, and to achieve ASI and Student Union operational, service, and outcome goals.

- Hours Range: *20 hours per week*
- Pay Range: *$20.25 an hour*

- Positions Include: *ASI Graduate Assistant, Student Union Graduate Assistant*

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The University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any kind of accommodation, please contact Disability Accommodations & Support Services as soon as possible at: accommodations@csuci.edu (mailto:accommodations@csuci.edu).

For questions or additional information, please contact the ASI office at asi@csuci.edu (mailto:asi@csuci.edu) or (803)437-2038.