

ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-516-3890
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Student-at-Large Internship Application

Updated August 2024

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ASI Mission: The mission of the Associated Students, Inc. is to provide leadership opportunities for students to ensure responsible and effective participation in the governance of the campus. ASI advocates for the students' rights, renders an official voice through which students' options may be expressed, and provide educational, social and cultural activities at California State University, Dominguez Hills.



Our Purpose: As an independent organization that serves as an auxiliary to the university, ASI offers educational services to its student body in order to enhance student life and shared governance. ASI has created partnerships with the administration, faculty, and staff to provide leadership opportunities aimed to enhance student growth, school participation, and knowledge about student government.

Student-at-Large Description: Working with Associated Students, Inc. as a Student-at-Large Intern, you will gain leadership skills and be exposed to networking opportunities with CSUDH. You will be vital in the dissemination of campus wide information. Through creative opportunities you link the information from ASI to the CSUDH students. Associated Students Inc. is looking for motivated individuals who have passion to participate in the governance of the campus and student life. A Student-at-Large Intern will have the opportunity to participate in designated commission meetings and ASI programs. It is important to be professional and open to new experiences while rendering an official voice and advocating for student rights at California State University, Dominguez Hills.

Benefits of the Program:

- Monthly leadership workshops
- One-on-one leaderships advising with the ASI Graduate Assistant
- Opportunities to participate in designated ASI committees and programs to enhance student life and shared governance
- Networking opportunities
- Receive class credit and monthly care package of your choosing (\$50 value)
- Understanding of ASI's functions through interactions with Board members, office, professional staff and attendance of Board of Directors meetings

Next steps:

- Complete and submit the attached application online or in-person at the ASI Office (LSU 231).
- Receive opportunity for group interview.

KEEP THIS PAGE FOR YOURSELF

Student-At-Large Internship Application

Name: _____ Student ID#: _____
 First Last M.I.

Address: _____
 Street Apt # City State Zip Code

Phone: (____) _____ - _____ Email: _____

Major: _____ GPA: _____

Class Level: Freshmen Sophomore Junior Senior Graduate

Class to Receive Internship Credit In: _____

Indicate which internship you would be interested in participating in (label 1 to 6, 1 being your top choice):

Marketing/Graphics KDHR - Radio Production KDHR-Marketing Legislative Affairs/Advocacy & Lobbying
 Organizational Development Programming/Event Management Marketing/Social Media Child Development Center

Eligibility Verification

1. Are you on academic or disciplinary probation with the University? Yes No
2. For undergraduate students, do you have a 2.5 GPA or above? Yes No
3. For graduate students, do you have a 3.0 GPA or above? Yes No
4. Do you have availability on Fridays? Yes No

This position is employed by the Associated Students, Inc. and is subject to related personnel policies and procedures. This position serves at will and does not receive tenure or permanency. In accordance with CSU policy, a background check (including a criminal records check) may be required and completed satisfactorily before any candidate can be offered a position with the ASI. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for the position.

If interested in interning for ASI's Children's Development Center, California law requires certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed community care or child day care facility/institution, you are considered a "mandated reporter." A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he/she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident.

I hereby acknowledge that in order to be an intern, or to hold any position within Associated Students, Inc., I must undergo compliance and eligibility checks pursuant to the corporation constitution, bylaws, laws and policies of California State University, Dominguez Hills and the State of California. By my signature, I agree that if, for any reason, I become ineligible to serve in office, all work performed will be considered voluntary. Under the provisions of the Family Educational Rights and Privacy Act of 1974 and the Statement of Student Rights and Responsibilities of California State University, Dominguez Hills, I choose to release the academic information listed on the application to the ASI Executive Director.

Signature: _____ Date: _____

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Schedule: Indicate what days and times you would be available.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					

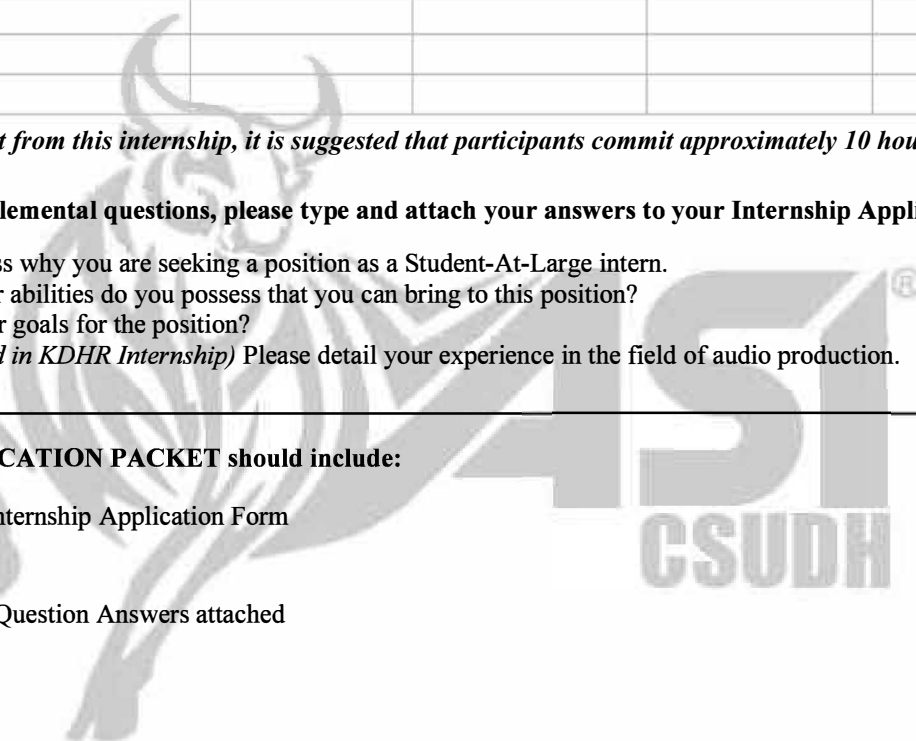
To benefit the most from this internship, it is suggested that participants commit approximately 10 hours per week.

For the following supplemental questions, please type and attach your answers to your Internship Application form.

- 1) Briefly discuss why you are seeking a position as a Student-At-Large intern.
- 2) What skills or abilities do you possess that you can bring to this position?
- 3) What are your goals for the position?
- 4) **(If interested in KDHR Internship)* Please detail your experience in the field of audio production.

INTERNSHIP APPLICATION PACKET should include:

- A completed Internship Application Form
- Cover Letter
- Resume
- Supplemental Question Answers attached



ASI Student-At-Large Position Snapshots

**Please note that these descriptions are snapshots and are not an accurate representation of what a position may look like as every position is uniquely crafted for the student.*

KDHR Radio Production Intern

This individual assists the KDHR Production Assistant in the support of the day-to-day activities of KDHR programming. Reporting to the KDHR Production Assistant and ASI Marketing & Public Relations Coordinator, this individual will be provided with an opportunity to learn about the various tasks and duties associated with running and maintaining a college radio station. This experience can be highly beneficial for gaining practical skills to enhance your resume and can also provide opportunities for future letters of recommendation. Audio Engineering majors are preferred, however, all majors are welcome to apply.

Some experiences and responsibilities may include:

- Assisting with live events on campus, including set-up, coordinating, and clean-up.
- Editing radio shows and uploading them to podcast distributor weekly.
- Assisting with data entry, media organization, and other clerical duties as assigned.
- Producing radio shows that will be broadcast and heard by the campus community.
- Collaborating with KDHR Marketing Intern to develop new marketing and advertising concepts to promote radio and podcasts.

KDHR Marketing Intern

This individual assists the KDHR Production Assistant in the marketing, promotion, and outreach of KDHR. Reporting to the KDHR Production Assistant and ASI Marketing & Public Relations Coordinator, this individual will be provided with an opportunity to learn about the various tasks and duties associated with expanding the reach of the college radio station to students on and off campus. This experience can be highly beneficial for gaining practical skills to enhance your resume and can also provide opportunities for future letters of recommendation.

Some experiences and responsibilities may include:

- Assisting with live events on campus, including setup, coordination, and cleanup.
- Tabling to promote KDHR services to student traffic, learning to emcee, and making announcements confidently and concisely as needed.
- Developing new marketing and advertising concepts to promote radio, podcasts, and other KDHR services, including learning and utilizing social media analytics to improve the content being distributed.
- Supporting the ASI Program Coordinator and Programming Assistants in the day-to-day activities of ASI/KDHR programs.

Programming/Event Management Intern

This individual assists the ASI Program Coordinator and Programming Assistants in the support of the day-to-day activities of ASI programming and event planning. This individual will be provided an opportunity to gain experiential knowledge in marketing, advertising, social media, and event planning.

Some experiences and responsibilities may include:

- Assisting with planning and handling logistical needs of programs, including reservations and vendors for physical, educational, and social programs.
- Assisting in coordinating ASI presence on campus, including in-person tabling and classroom presentations, ASI swag, and creative marketing venues and campaigns.
- Monitoring and tracking evaluations and surveys from programming to brainstorm future improvements.
- Attending campus-wide meetings for larger programming and events as needed, such as Homecoming and Welcome Week.
- Attending meetings outlined by the programming team, such as Elections Commission and Marketing meetings.
- Other duties as outlined by the programming team.

Social Media/Graphics Intern

This individual works to support the ASI Marketing & Public Relations Coordinator and Marketing Team with various forms of digital media to enhance ASI as a corporation. Reporting to the ASI Marketing & Public Relations Coordinator, this individual will assist in video production, graphic design, and photography. Students will gain a better understanding of marketing for a corporation using different forms of media listed above.

Some experiences and responsibilities may include:

- Assisting in the creation of marketing material with graphic design for print and social media ads.
- Creating monthly “Toro Minute” videos reviewing the past month’s work in ASI.
- Scheduling with various board members and student staff to film interviews about their ASI experience.
- Taking various photos at all major ASI tabling and events.
- Attending all major ASI events during the semester.
- Attending bi-weekly Marketing meetings.
- Supporting the ASI Marketing & Public Relations Coordinator with other projects as needed.

Social Media/Marketing Intern

This individual assists the ASI Marketing & Public Relations Coordinator, Graphic Designers, and Programming Assistant in the support of the day-to-day activities of ASI online outreach, media, and official communication. This individual will be provided an opportunity to gain experiential knowledge in editing, marketing, and advertising for ASI's public relations.

Some experiences and responsibilities may include:

- Assisting in the creation of marketing material with graphic design for print and social media ads.
- Monitoring social media interaction and analytics on ASI blogs, forums, and social networks for outreach optimization.
- Contributing to improvement of website through maintenance and creation.
- Conducting market research.
- Assisting in coordinating ASI presence on campus, including in-person tabling and classroom presentations, ASI swag, and creative marketing venues and campaigns
- Attending Elections meetings as needed and serving as a voting member.

Legislative Affairs/Advocacy and Lobbying

This individual assists the ASI Graduate Assistant and Director of Legislative Affairs in support of the day-to-day activities of ASI administrative services and legislative affairs. Reporting to the ASI Graduate Assistant, this individual will be provided an opportunity to gain experiential knowledge in research, development, and implementation of legislative affairs initiatives.

Some experiences and responsibilities may include:

- Coordinating two events with the ASI Program Coordinator over the semester focused on legislative affairs work.
- Researching important bills and policies relevant to CSUDH and the CSU system.
- Examining the needs of CSUDH students through interviews and testimonials.
- Studying best practices from other CSU campuses around advocacy efforts and lobbying.
- Updating information about California senators and assembly members for advocacy efforts in the California Higher Education Student Summit (CHESS).
- Coordinating scheduling with local legislative officials.
- Attending local California State Student Association (CSSA) meetings.

Organizational Development Intern

This individual assists the ASI Associate Director in the support of the day-to-day activities of ASI administrative services and organizational training. Reporting to the ASI Associate Director, this individual will be provided with an opportunity to gain experiential knowledge in research, development and implementation of organizational development initiatives.

Some experiences and responsibilities may include:

- Providing administrative support to ASI staff by responding to employee inquiries, preparing documents for review, creating PowerPoint presentations, etc.
- Updating and/or creating training resource material such as handbooks, handouts, newsletters, etc.
- Conducting research and analysis and draft reports and/or findings of our evaluation systems.

Child Development Center (CDC) Intern

This individual works to support the teaching staff under the direction of the CDC Lead Teacher and the supervision of the CDC Program Director. The primary focus of the CDC Intern is to support the classroom teachers in providing a healthy, safe, and age appropriate environment and program where young children (2 to 5 years of age) have the opportunity to develop social emotional, language, and cognitive skills. Currently, we accept students from the Child Development major in the College of Health, Human Services and Nursing College enrolled in CDV 240 or CDV 496 and students from the College of Education.

Some experiences and responsibilities may include:

- Daily set up of large motor equipment outdoors.
- Monitoring children and the physical environment at all times by sight and sound.
- Observing children closely enough to be aware of any changes in behavior and health.
- Assisting to maintain a clean, safe, healthy and aesthetically attractive classroom environment.