

**ASSOCIATED STUDENTS, INC.**  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-516-3890  
asigrad@csudh.edu ♦ www.asicsudh.com



# **Student-at-Large Internship Application**

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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:**

- Bi-weekly leadership workshops
- One-on-one leadership advising with the ASI Graduate Assistant
- Opportunities to participate in designated ASI committees and programs to enhance student life and shared governance
- Networking opportunities
- Volunteer opportunities in ASI programs each month
- 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 to the ASI office.
- Receive opportunity for group interview.

**\*KEEP THIS PAGE FOR YOURSELF\***

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**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  
\_\_\_ Programming/Event Management      Marketing/Social Media      \_\_\_ Child Development Center

**Eligibility Verification**

- |                                                                       |                              |                             |
|-----------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Are you on academic or disciplinary probation with the University? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. For undergraduate students, do you have a 2.5 GPA or above?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. For graduate students, do you have a 3.0 GPA or above?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Do you have availability on Fridays?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> 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  |        |         |           |          |        |

**For the following supplemental questions, type, print, and staple 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.

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**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- programming in the support of the day-to-day activities of KDHR. Reporting to the KDHR production assistant-programming, 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. *Some experiences and responsibilities may include:*

- Assists with live events on campus, including set-up, coordinating, and clean-up
- Assists Station Manager with data entry, media organization, and other clerical duties as assigned
- Produces radio spots that will be broadcast and heard by the campus community
- Develops new marketing and advertising concepts to promote radio and podcasts
- Edits radio shows and uploads them to iTunes and other podcast distributors

#### **KDHR Marketing Intern**

This individual assists the KDHR Production assistant- Events and marketing in the support of the day-to-day activities of KDHR. Reporting to the KDHR Production assistant- Events and marketing, 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.

*Some experiences and responsibilities may include:*

- Assists with live events on campus, including set-up, coordinating, and clean-up
- Assists KDHR Production assistant- Events and marketing with planning and implementation of programming
- Assist with planning and handling logistical needs of programs, including reservations and vendors for physical, educational, and social programs.
- Develops new marketing and advertising concepts to promote radio and podcasts

### **Programming/ Event Management Intern**

This individual assists the 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:*

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

### **Social Media/Graphics Intern**

This individual works to support the ASI Marketing & Public Relations Coordinator and ASI Marketing Team with various forms of digital media to enhance ASI as a corporation. Reporting to the Marketing & PR 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:*

- Assist in creation of marketing material with graphic design for print and social media ads
- Create monthly "Toro Minute" videos reviewing the past month's work in ASI
- Schedule with various board members and student staff to film interviews about their ASI experience
- Take various photos at all major ASI tabling and events
- Attend all major ASI events during the semester
- Support the ASI Marketing & PR Coordinator with other projects as needed
- Attend bi-weekly marketing committee meetings

### **Social Media/Marketing Intern**

This individual assists the Marketing & PR 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:*

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

### **Legislative Affairs/ Advocacy and Lobbying Intern**

This individual assists the 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 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:*

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

### **ASI Children's Center Intern**

This individual works to support the teaching staff under the direction of the Lead Teacher and the supervision of the Program Director. The primary focus of the Children's Center 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
- Monitor children and the physical environment at all times by sight and sound
- Observe children closely enough to be aware of any changes in behavior and health
- Assist to maintain a clean, safe, healthy and aesthetically attractive classroom environment