The Association for Inter-Cultural Awareness (AICA) of the Associated Students, California State University, Fullerton, Inc. serves as the multicultural programming board of the ASI. AICA encourages and supports the multicultural programming of Council Members by controlling and distributing the ASI funds. AICA serves as an instrument of student opinion and advocacy, and provides a forum for Council Members to share their experiences as members of the CSUF community.

**Time Commitment:** 12 -15 hours per week • **Compensation:** $1,700 Student Leadership Scholarship

**General Responsibilities**

- Plan, coordinate, and implement 6 AICA programs (3 fall/3 spring)
  - Fall programs *typically* include:
    - Multicultural Taste (September)
    - Program to be determined (October)*
    - Rally Against Hate (November)
  - Spring programs *typically* include:
    - Culture Couture (February)
    - Program to be determined (March)*
    - International Festival (April or May)

*Programs to be determined can include diversity dialogues, symposiums, guest speakers, and/or film screenings with panel discussions.*

- Consult with AICA General Council members on what types of events to host.
  - Coordinate marketing ideas with AICA Public Relations Chair for all AICA hosted programs.

- Create committees and assign duties as needed for AICA hosted events with AICA General Council Members.
  - Create evaluation instruments; collect and tabulate data for AICA events.

- Work cooperatively with AICA Administrative Chair and Executive Board, as well as AICA General Council members, to promote and ensure program success.
  - Review allocation requests and provide feedback as directed by AICA Chair.
  - Collect and tabulate evaluation data for Finance Committee

**Meetings**

- Attend **weekly AICA Executive Board Meetings**.
  - Review rough draft of agenda and minutes for AICA General Council Meetings.
  - Discuss the weekly focus of event planning time with the Executive Board.

- Attend **weekly AICA General Council and Finance Committee Meetings**: Thursdays from 3:00-6:00pm.
  - Present officer report; update general council members on AICA hosted events.
Training Dates
• Attend mandatory leadership retreats
  - ASI Summer Institute: June 5-6, 2013 (off campus)
  - ASI Mid-Summer Institute: July 25, 2013
  - ASI Fall Institute: October 18, 2013
  - ASI Winter Institute: January 8, 2014
  - ASI Spring Institute: March 14, 2014
  - AICA Executive Board Power Hours: June-August 2013, Tuesdays 10am-2pm

Advising and Transition
- Attend contact meetings with AICA Advisors on a weekly basis.
- Attend Event Planning Safety meetings on an as needed basis.
- Maintain a legacy binder that will be passed on to the next AICA Events Coordinator.
- Coordinate and participate in leadership transition activities.

Requirements:
- Must be currently enrolled (non-extended education) and earn a minimum of six (6) semester units for undergraduate students or 3 units for graduate students per term while holding office.
- Must have completed no more than 150 CSUF semester units for undergraduate students or no more than 50 CSUF semester units for graduate students.
- Must have CSUF overall 2.5 cumulative GPA, and maintain 2.0 semester GPA.
- Must be in good standing -- must not be on probation of any kind.

Benefits of Participation
- Serve in a high profile ASI leadership position.
- Develop and sharpen leadership skills such as public speaking, event planning, and conflict resolution.
- Develop familiarity with budget management, funding proposal review, and providing feedback.
- Opportunities to network with university administrators, faculty, and staff and student leaders.
- Opportunities to learn about the cultural diversity among CSUF student organizations.
- Opportunities to network with multicultural and advocacy based organizations off campus.
- Play an active role in decisions that affect a large part of the university.
- Develop familiarity with ASI policies and procedures and university-wide policies and procedures.
- Shape policies that affect students.
- Improve your marketability for prospective employment and graduate admission.
- Improve your skills in social, political, and cultural discourse while expanding holistic consciousness.

Application Process:
• Submit an application to ASI Office of Leader and Program Development, TSU 269.
• AICA Chair will review all applications and conduct interviews.
• AICA Chair will recommend an applicant for selection to the AICA General Council.

• Selected applicant will deliver a brief speech at an AICA General Meeting outlining interest in this leadership position. Themes or ideas applicants should to consider addressing in the speech include: reasons for applying for the position; any specific leadership experiences that may uniquely qualify applicant for the position; your leadership style or philosophy; your vision for AICA; goals that you might like to accomplish or that are directly related to AICA.

• After the speech is presented, AICA representatives will vote for an Events Coordinator.

• Once a coordinator has been elected, then the AICA Executive Board will schedule transition meetings.

    **Events Coordinator serves July 1, 2013 to May 31, 2014.**

    **If you have questions, please feel free to contact:**
    Association for Inter-Cultural Awareness • TSU 260 • aica@fullerton.edu • (657) 278-2914