



DIRECTOR – UNIVERSITY UNION PROGRAMS AND SERVICES

Now Hiring

THE POSITION

Under the direct supervision of the ASI Executive Director, the Director – University Union Programs and Services is responsible for overseeing the programmatic, staff, and student functions in the University Union including ASI Club Services, ASI Events, ASI Craft Center, and ASI Public Relations, Communications, and Marketing. The Director – University Union Programs and Services will also oversee ASI’s diversity, equity, and inclusion efforts. This includes, but is not limited to developing, implementing, and managing new programs and initiatives that advance DEI within ASI and the campus community.

Pay Range for Position: \$115,386.66–\$184,618.66
Starting Salary: \$115,386.66

LEARN MORE & APPLY

Refer all inquiries to:

ASI Human Resources

asirecruitment@calpoly.edu

LINKS

- [ASI Website](#)
- [Discover ASI](#)
- [Experience ASI](#)
- [Work For ASI](#)
- [ASI in the News](#)
- [Cal Poly](#)
- [Meet the Team](#)
- [San Luis Obispo](#)

A SUCCESSFUL DIRECTOR — UNIVERSITY UNION PROGRAMS AND SERVICES WILL HAVE:

- **Interpersonal skills.** The ability to work with a wide variety of students, staff, and administration.
- **Leadership.** The ability to motivate their team, handle and delegate responsibilities, listen to feedback, and have the flexibility to solve problems in an ever-changing workplace.
- **Political savvy.** The skillful navigation of relationships with various campus stakeholders is imperative.
- **Empathy.** Listening to and assessing students' wants and needs is key to delivering programs and services that serve the campus community.
- **Integrity.** The ability to act with honesty, honor, and truthfulness.

CHALLENGES

- Ensure programs and services are returned to regular operations post-pandemic and boost employee morale following a difficult 2.5 years.
- Adapt University Union programs and services to align with the university transition from a quarter-based system to a semester-based system (fall 2025 transition) as well as the emerging on-campus residency.
- Manage a fast-paced and continuously changing environment.
- Manage competing demand for priorities, attention, and resources.

1 YEAR PRIORITIES

- Review and assess ASI's global Public Relations, Marketing, and Communication strategy to ensure that it meets the needs of the organization.
- Support the development of ASI's strategic planning and projects in alignment with the University and the Division of Student Affairs'.
- Develop long-term fiscal plans to ensure appropriate budgetary longevity.
- Ensure the commitment to ASI's core values are upheld.

OPPORTUNITY

- Assess and implement changes to provide comprehensive University Union programs to the Cal Poly community.
- Directly supervise full-time staff and a graduate assistant, while serving in a leadership role guiding the development of over 500 student employees.
- Serve as advisor to the ASI Diversity and Inclusion Standing Committee.
- Manage the collective University Union programs budget of over \$1 million with direct accountability to the ASI Executive Director.
- Serve as chair to ASI's Diversity, Equity, and Inclusion Advisory Group, leading the development, implementation, and evaluation of ASI's Inclusive Excellence Action Plan.
- Lead the assessment and refinement of ASI's corporate communications, public relations, and marketing strategy.
- Serve as a leader within ASI, and a member of the ASI Director Team.
- Serve as a member of the Cal Poly Student Affairs Leadership Team.

6 MONTHS PRIORITIES

- Become familiar with the ASI Inclusive Excellence Action Plan and continue forward progress on the implementation of identified initiatives.
- Lead staff in a review of programs and services to ensure that ASI is meeting the needs of today's student body, while remaining fiscally responsible and a strong steward of student fees.
- Audit existing program offerings in an effort to improve process efficiency.
- Establish effective working relationships with students and staff.
- Become familiar with ASI's shared governance model by developing a thorough understanding of the three branches of ASI Student Government; the ASI Board of Directors, the University Union, and the Executive Cabinet.

ABOUT ASI:

- ASI is a non-profit auxiliary organization that works in partnership with Cal Poly to provide programs and services to Cal Poly students and the greater Cal Poly community. We are a student-run organization that is committed to creating developmental opportunities for students.
- Cal Poly students are stakeholders and contributors to ASI. Through our organization, students have the ability to get involved in their college experience directly by way of ASI Student Government and a breadth of on-campus jobs.
- Established in 1940 and fully incorporated in 1964, Cal Poly's Associated Students organization was created to amplify the democracy of student voices that make up our campus. Though we are one legal entity, ASI is a collegial organization shared between Student Government, full-time staff, and student employees. Together we share the responsibility of administration and the facilitation of ASI programs and services.
- Students come first at ASI. We invest in what we believe in: students. We do this through carefully designed facilities, thoughtful programming, and the many services we extend to help students develop.

FULLTIME EMPLOYMENT WITH ASI:

- ASI employs approximately 70 full-time, 45 part-time (intermittent) employees, and approximately 500 student employees. While our staff all have unique roles and positions on campus, we are brought together through one common theme – students first. Students are our primary customer; whether a participant in one of our programs, a visitor to one of the facilities we manage, or an employee in one of our employment areas. Creating a positive and memorable experience for students is our greatest achievement.

STAFF BENEFITS

ASI staff are at the core of everything we do and have a direct impact on the college experiences of over 21,000 students. As a result, ASI is committed to offering competitive staff benefit packages that include pay, health insurance, time-off, educational opportunities, and more. Together, these benefits make up a comprehensive package that help our employees and their families feel taken care of, so when at work they can focus on making an impact for students.

- Approximately 13 Paid Holidays
- Personal Holiday
- Birthday Holiday
- Vacation
- Sick Leave
- Retirement
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flex Cash
- Flexible Spending
- Long-term Disability Insurance
- Life Insurance
- Educational Fee Reimbursement
- Cal Poly Recreation Center Membership
- Tax Sheltered Annuities
- State Disability Insurance
- Paid Family Leave
- Social Security (FICA)
- Worker's Compensation
- Relocation Support
- ASI Fun Committee Experience

Learn more about the working conditions and benefits for ASI employees.
The Associated Students, Inc. is an Equal Opportunity Employer