Position Title: Associate Executive Director  
Position Department: Administration  
Status: Exempt, Full-Time  
Reports To: Executive Director  
Salary Range: $80,000- $90,000 annually Excellent Benefits

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ASSOCIATED STUDENTS
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Established for more than 120 years. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

POSITION PURPOSE
The Associate Executive Director is one of two senior administrative staff for Associated Students (A.S.), the incorporated student government association at San José State University and an auxiliary organization in the California State University system. The corporation has an $8.1 million budget, 38 full time employees and 150 part-time and student employees. Immediate supervision of the following departments and corporate responsibilities are as follows:

Reporting to the Executive Director, the Associate Executive Director is responsible for the operation and oversight of the Print & Technology Center, Cesar Chavez Community Action Center, Marketing & Events, and other key areas. Including but not limited to management of all administrative aspects of these departments and the implementation of policies and directives adopted by the Board of Directors.

The Associate Executive Director maintains a close working relationship with the Executive Director; provides leadership on A.S. assessment initiatives; serves as an advisor to the A.S. Board of Directors; provides communication relative to fiscal, strategic and operational issues. Maintains working relationships with University administration and participates as a leader in establishing and maintaining collaborative opportunities on campus with Associated Students. Incumbent shall assume leadership responsibilities for other initiatives and special projects as determined.

EDUCATION & EXPERIENCE REQUIREMENTS
● Master’s degree in education, marketing, communication, public administration or business management, preferred.
● 5-7 years management and supervisory experience in a higher education or non-profit environment
● Demonstrated knowledge and experience working cooperatively with students in a university environment
● Experience with strategic planning and developing and implementing both short-term and long-range goals
● Experience in budget management and fiscal operations
● Knowledge and experience in applying student development theory with student leaders and student employees
● Proven experience leading program evaluation and assessment initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management & Operations (25 %)
● Oversight of Associated Students Print & Technology Center, Cesar Chavez Community Action Center, Marketing & Events and other key areas as assigned
● Provides guidance related to policy interpretation, legal and industry regulations as well as strategic initiatives directly related to A.S. mission and strategic plan.
- Monitors department initiatives and provides strategic guidance and analysis. Makes recommendations to improve effectiveness and efficiency of the organization.
- Conduct assessments and analyses of programs to ensure effectiveness and campus awareness.
- Collaborates with Executive Director and the University when proposing and implementing new initiatives and activities.
- Develop, implement, communicate and support in maintaining guidelines and procedures to support the Executive Director.
- Responsible for leading special projects, organization-wide staff development, and activities as directed.
- Provides leadership and consulting related to contracts and special services.
- Write and submit monthly reports to the Board of Directors.

**Fiscal Management (20%)**

- Participates in annual budget development and is responsible for the fiscal oversight and budget projections support for assigned departments.
- Ongoing analysis of respective department to ensure funds are expended within approved budget and in the most cost-effective manner.
- Regularly assesses budgets and makes projections as needed.
- Oversees grant proposals, department contracts and memorandums of understandings between respective A.S departments.
- Allocate resources appropriately to ensure timely and efficient workflow and return.

**Human Resource Management (20%)**

- Provide leadership and oversight of Human Resource functions, including staff recruitment and appointment, training, evaluation, and professional development.
- Oversight of department managers’ staff hiring, supervising, training, and work assignments.
- Provides direction to staff in the areas of people skills, legal compliance, conflict resolution, and risk management.
- Evaluates work performance, project implementation, and success towards attaining goals and objectives.
- Serves on Associated Students and University search committees as directed.

**Relational Management (20%)**

- Serve as an advisor to the Board of Directors and A.S. committees, both individually and as a group, in areas of leadership and student government, as well as goal setting, academic progress and overall student success.
- Assist in the development and review of A.S. bylaws and governing documents, strategic plans and best practices for operational success.
- Assist in the development and facilitation of retreats, workshops, and trainings for the Board.
- Interpret, communicate and apply California State Law, California State University policy and procedures, University policy and procedures and Associated Students, Inc. bylaws and policy as it relates to the Board of Directors, A.S. committees and programs.
- Demonstrate consistency in the support of the vision and values of AS, Student Affairs and the University.

**Risk Management (10%)**

- Assist assigned departments in the identification and examination of risk, as well as the selection of risk control and risk management-solutions.
- Conduct risk evaluations and make improvements as necessary to ensure the well-being and safety of all persons, property, and liability associated with AS.
- Participates in risk management committee as directed.

**University Relations (5%)**

- Participate as an active member of AS team, the Division of Student Affairs, the University at large, and in committees and task forces as directed.
- Fosters internal and external partnerships with key University and Community stakeholders to enhance the A.S. Brand and create positive networks.
KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

- Demonstrate capacity to work effectively and efficiently in a diverse University environment.
- Demonstrate ability to understand and develop effective interpersonal relationships with diverse populations of students, staff and faculty.
- Ability to work independently with little supervision and maintain confidentiality and respect for work and the work environment.
- Ability to evaluate staff and provide effective and timely feedback.
- Ability to assess pragmatic and service elements and make recommendations.
- Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
- Maintain professionalism at all times while providing positive customer service to students, faculty and staff.
- Ability to lift 40 pounds and sit for extended periods of time.

GUIDELINES
This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. Employees also have a duty to report incidents of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking when they are on notice of them as set forth in CSU Executive Orders 1095, 1096, and 1097. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be on September 19th, 2017. The position will remain open until filled.

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