Students’ Election Commission Position Available

Associated Students is now accepting applications for the position of Chief Elections Officer. The deadline to apply is October 11, 2017 at 5:00 pm. Applications may be submitted via e-mail to diana.ogbevire@sjsu.edu, or hand-delivered to the A.S. Government Office in Student Union (Suite 2300). When submitting by e-mail, please write the position in the subject line for which you are applying. (Ex/ Chief Elections Officer-Last Name, First Name) Please retain a copy of your application for your records.

Interviews, should you be chosen for one, will take place the week of October 16th as needed at a time to be determined.

**MINIMUM QUALIFICATIONS**

Applicants must fulfill all minimum qualifications as outlined in University Policy S05-4, Academic Qualifications for Student Office Holders, which include but are not limited to the following:

- Must be matriculated at SJSU
- Must be in good standing with SJSU
- Must not be on probation of any kind, e.g., academic, administrative, judicial, etc.
- Must maintain a cumulative on-campus GPA of at least 2.0 while in office and the semester running for office
- Must maintain the minimum unit load (6 units for undergraduate students and 3 units for graduate students)
- Must have no more than 150 cumulative units throughout the term being served.

Failure to obtain the required GPA or maintain the minimum unit load by the end of the semester makes the student immediately ineligible to continue to hold office or (in the case of candidates) ineligible to assume office.

Applicants must possess the following qualities in order to take office:

- Able to work with others as a team
- Able to handle conflicts
- Have an understanding of Robert’s Rules of Order
- Able to make ethical decisions when required
- Be knowledgeable about the Elections Regulation Manual (ERM) and Student Conduct Code
- Understand the structure of the Association Students

Additional meeting dates and times may apply.

2017-2018 Students’ Election Commission officers term ends on May 31, 2018
The Chief Elections Officer shall:

a. Serve as the Chair, which includes calling membership together for any elections meetings and events.

b. Preside over all meetings of the SEC and provide an agenda in accordance with the Gloria Romero Open Meetings Act of 2000 and A.S. Bylaws.

c. Prepare the annual SEC Budget request in accordance with A.S. Budget Policies, in collaboration with the SEC Advisor.

d. Submit the SEC Budget Request to the A.S. Controller and SEC Advisor. Serve as budget authority for SEC.

e. Coordinate and delegate the design, in collaboration with the Marketing Officer, and to develop instructions for poll watchers, voting materials, and information necessary for each polling area.

f. Coordinate and delegate the design, development and facilitation of the online and print version of the Voter Information Guide (VIG), in collaboration with the Marketing Officer.

g. Coordinate and delegate the development and implementation of the Electronic Ballot/online voting application system in collaboration with the A.S. IT Manager.

h. Submit a written report and oral report on the status and activities of the SEC to the A.S. Board of Directors at regular Board meetings.

Benefits

Serving on the Students’ Election commission provides students with numerous benefits, which include:

- Having the opportunity to serve and create positive change for the campus
- Learning how to deal with real-world issues
- Obtain transferable skills, especially in the area of leadership
- Working with other talented students and staff
- Earning a $450 stipend per month

If you have any further questions or concerns regarding this application please contact Diana Ogbevire at (408) 924-6045. Thank you in advance for your interest in becoming a part of the SEC leadership. We look forward to reviewing your application.

Please print and fill out application form below.

APPLICATION FORM
Students’ Election Commission

CEO Application Deadline: Wednesday, October 11 by 5pm
Officer Application Deadline: Wednesday, October 25 by 5pm

Positions

Chief Elections Officer ___ Ethics Officer ___ Marketing Officer ___ Events Officer ___

Election Consultant ___

Name: _______________________________ Student I.D. #: __________________

Local Address: _______________________________

City: _____ State: ____ Zip: _______

Phone: (_____) ___________ Email: _______________________________

Major: ___________________________ Minor: ___________________________

First Enrolled at SJSU (mo/yr): _______ Expected Graduation (mo/yr): _______

Please answer the following questions. Responses must be typed. Limited to one page. Attach to this application. Incomplete applications will not be considered. Applications must be turned into the A.S. Government Office at Student Union (Suite 2300).

1. Why are you interested in this position and the Students’ Election Commission?

2. How do you feel your past experiences or skills would enhance your contributions to this committee?

3. Please describe some of your ideas, goals, or priorities that specifically relate to the goals and priorities of the Students’ Election Commission?

4. Do you hold membership and/or a leadership position in any organizations? Please describe.

5. What would you do to enhance the Associated Students experience at SJSU?

STATEMENTS OF UNDERTANDING
The Family Educational Rights and Privacy Act (FERPA) protects student confidentiality by placing certain restrictions on the disclosure of information contained in a student’s education records, including (but not limited to) student conduct records.

In order to be eligible for either SEC Chief Elections Officer, Ethics Officer, Events Officer, and Marketing Officer positions, you must be in good standing with the university. As such, Associated Students needs to verify that you do not have a conduct record and meet academic eligibility requirements. Please initial each statement below.

[ ] By checking this box, you agree that Student Involvement at SJSU may disclose information from your academic records to Tari Hunter, Executive Director of Associated Students, to determine your eligibility for either SEC Chief Elections Officer, Ethics Officer, Events Officer, Marketing Officer, and Election Consultant positions.

[ ] By checking this box, you agree that Student Conduct and Ethical Development at SJSU may disclose information from your disciplinary records to Tari Hunter, Executive Director of Associated Students, to determine your eligibility for either SEC Chief Elections Officer, Ethics Officer, Events Officer, and Marketing Officer positions.

[ ] By checking this box, you verify that you understand and acknowledge that:
   (1) you have the right not to consent to the release of information contained in your conduct records;
   (2) this consent is of limited duration and may be revoked by you at any time by submitting your request, in writing, to Student Conduct and Ethical Development, but any such revocation shall not affect disclosures made prior to the receipt of the written revocation; and,
   (3) Student Conduct and Ethical Development is not responsible for the way in which, nor how, the information released under this authorization is used or distributed.

Applicant’s signature: _____________________________  Date: ________________

Questions? Please contact Diana Ogbevire, Leadership and Government Coordinator, at (408)924-6045, diana.ogbevire@sjsu.edu or visit the A.S. Student Government Office at Student Union (Suite 2300).