**Associated Students Board of Director Position Available**

Associated Students is now accepting applications for the position of Director of Internal Affairs. The deadline to apply is November 17, 2017 by 4:00 pm. Applications may be submitted via fax to 408.924.7204, via email to Christy.Riggins@sjsu.edu, or hand-delivered to Room 2300 on the 2nd floor of the Student Union. When sending an e-mail, please write the position in the subject line for which you are applying. *Please retain a copy of your application for your records.*

### 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 (SJSU) grade point average (GPA) of at least 2.0
- Must obtain a GPA of at least 2.0 each semester 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 also be available on the following dates and times in order to take office:

- Every Wednesday from 3pm – 6pm for the A.S. Board of Directors, University Affairs or Internal Affairs Committee meetings.
- Meet one Monday a month from 2pm - 5pm as a Student Senator for the Academic Senate meetings
- Attend the Academic Senate Organization & Government Committee: Monday's 2pm-4pm
- Attend the Board’s Winter Retreat January 12th to the 14th
- Meet one Saturday of each month for In-Service training.
- Must meet one-on-one with the A.S. Vice President each month at a prescheduled time.
- Be able to spend three hours per week in the A.S. Government office.
- Available during the week of Nov. 27 or Dec. 4th at a time to be determined for an interview should you be called for one.
Additional meeting dates and times may apply.

2017-2018 A.S. Board of Directors and Executives will end their terms by May 31, 2018.

**POSITION DESCRIPTION**

The A.S. Director of Internal Affairs shall:

a. Serve as Chair of the A.S. Internal Affairs Committee and Vice Chair/Parliamentarian for the A.S. Board meetings.

b. Serve as a member of the Organization and Government Committee of the Academic Senate.

c. Serve as a Student Senator on the Academic Senate meetings

d. Serve as a member of the A.S. University Affairs Committee and the A.S. Executive Committee pursuant to the A.S. Bylaws.

e. Report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board.

f. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.

g. Fulfill all other duties listed in A.S. Bylaws.

h. Have an understanding of government procedures.

**BENEFITS**

Serving on the Board of Directors of Associated Students, SJSU 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
- Obtaining transferable skills, especially in the area of leadership
- Gaining corporate, non-profit, and government experience
- Working with other talented students and staff
- Earning a $600 stipend per month
- Receiving an I-pad for use during your term

If you have any further questions or concerns regarding this application please contact the A.S. Government Executive Assistant Christy Riggins at (408) 924-6240. Thank you in advance for your interest in becoming a part of the Associated Students leadership. We look forward to reviewing your application.

Click this link to open the application: [http://as.sjsu.edu/asdocs/OpenDoc.jsp?id=1009](http://as.sjsu.edu/asdocs/OpenDoc.jsp?id=1009)