Associated Students Board of Director Position Available

Associated Students is now accepting applications for the position of Director of Student Rights and Responsibilities. Interviews will be held May 2-9, 2018. The deadline to apply is April 27, 2018 at 4pm. Applications may be submitted via email to Christy.Riggins@sjsu.edu, or hand-delivered to the A.S. Government Office 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.

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, A.S. Internal Affairs and A.S. University Affairs committee meetings
- Serve one Monday afternoon a month as a Student Senator of the Academic Senate.
- Serve as a member of the Instruction and Student Affairs committee
- Serve as a member of the Campus Fee Advisory committee when meetings are scheduled.
- Serve as a member of the Alcohol and Drug Prevention (ADAP) committee in the Student Health Center, Room 122A on the last Thursday of the month from 12-1:30 p.m.
- Be available one day each month for in-service training.
- Attend the Board’s Summer and Winter Retreats (June 1-4, 2018 & Winter dates TBD)
- Be available one weekend day each month for in-service training.
- Must meet one-on-one with the A.S. Vice President and Advisor each month at a prescheduled time.
Commit three office hours per week in the A.S. Board of Directors office
Additional responsibilities may apply.

**POSITION DESCRIPTION**

The A.S. Director of Student Rights and Responsibilities Affairs shall:

a. To serve as a member of the University Affairs committee.
b. To serve as the Vice-Chair of the Internal Affairs committee.
c. To serve as a Student Senator on the Academic Senate.
d. To serve as a member of the Instruction and Student Affairs committee of the
   Academic Senate.
e. To serve as a member of the Alcohol and Drug Abuse Prevention committee
   (ADAP) of the Academic Senate.
f. To serve as a member of the Campus Fee Advisory committee.
g. To submit or report on proposals recommending changes in academic policies
   pertaining to student rights and responsibilities to the Board of Directors and the
   Academic Senate in coordination with the Student Senators.
h. To provide a liaison report on the status and activities of the University
   Ombudsperson, Office of Student Conduct and Ethical Development (SCED), and
   University Police Department (UPD).
i. To promote awareness of the academic responsibilities of students and the various
   University grievance procedures available to them.

**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 iPad for use during your term

If you have any further questions or concerns regarding this application please contact the A.S.
Government Administrative 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)