Associated Students Board of Director Position Available

Associated Students is now accepting applications for the position of Director of University Advising Affairs. 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 AS Government office on the 2nd floor of the Student Union. 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 will make 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 or University Affairs committee meetings
- Serve one Monday afternoon a month as a Student Senator of the Academic Senate.
- Serve as a member of the Curriculum and Research Committee of the Academic Senate.
- Serve as a member of the Undergraduate Studies Committee of the Academic Senate.
- 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 University Advising Affairs shall:

a. To serve on the A.S. University Affairs Committee.
b. To serve as a Student Senator on the Academic Senate.
c. To serve as a member of the Curriculum and Research Committee of the Academic Senate.
d. To serve as a member of the Undergraduate Studies Committee of the Academic Senate.
e. To provide a liaison report for Admissions, Student Outreach and Recruitment, Academic Advising and Student Academic Success Services.
f. To work in coordination with the Student Senators to submit proposals to the Board of Directors and the Academic Senate that initiate changes in academic policies relating to curriculum and research, general education, continuing education, and academic advising.

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