Students’ Election Commission Position Available

Associated Students is now accepting applications for the position of Ethics Officer. The deadline to apply is October 24, 2018 at 5:00 pm. Applications may be submitted via email to student-elections@sjsu.edu, or hand-delivered to the A.S. Government Office in Student Union (Suite 2300). When sending an e-mail, please write the position in the subject line for which you are applying. (Ex/ Ethics 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 29th at a date and 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.

**POSITION DESCRIPTION**

The Ethics Officer shall:

- Serve as Vice-Chairperson, which includes assuming the duties of the Chairperson in the absence of the Chairperson.
- Coordinate Candidate Orientations and Ethics Meetings;
- Coordinate the supervision of polling and scheduling of poll watchers.
- Prepare instructions for poll watchers; provide voting materials and information necessary for each polling area.
- Serve as Recording Secretary. Record accurate and detailed minutes, disseminate and maintain accurate records.
- Serve as a liaison to the Office of Student Conduct and Ethical Development
- Serve as a liaison to FD&O.
- Set up an in service with FD&O to discuss campaigning rules and an MOU
- Set up and in service with Office of Student Conduct and Ethical Development to discuss the grievance process and SEC’s role in the grievance process
- Review any election grievances

**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
- Obtaining transferable skills, especially in the area of leadership
- Working with other talented students and staff
- Earning a $300 stipend per month

If you have any further questions or concerns regarding this application, please contact the A.S. House at (408) 924-6242. 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 10 by 5pm
Officer Application Deadline: Wednesday, October 24 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 UNDERSTANDING

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 the A.S. House at (408)924-6242, student-elections@sjsu.edu or visit the A.S. Student Government Office at Student Union (Suite 2300).