Executive Director

The Position

The Executive Director is the senior administrative officer for Associated Students (A.S.), the incorporated student government association at San Jose State University and an auxiliary organization in the California State University system. The corporation has a $6.5 million budget and 35 permanent employees. Current programs and services include a child development center, a computer services center, a campus recreation program, a printing and graphics center, a special events and programming board, a transportation services program, a community action center and a general services center (which assists in the management of the financial and human resources functions of the corporation).

Reporting to the A.S. President and Board of Directors, the Executive Director is responsible for the operation of all A.S. programs and services, management of all administrative aspects of the corporation and the implementation of policies and directives adopted by the Board of Directors. This includes strategic planning, supervision of management staff, facilities management and fiscal and human resources administration. The Executive Director maintains working relationships with the A.S. Executives and Board of Directors, advising them on fiscal, personnel, legal, strategic and operational issues. The Executive Director also maintains working relationships with University administration and is a member of the Student Affairs leadership team.

Qualifications

Minimum qualifications for the position are:
- A Master's degree.
- Three to five years of progressively responsible management or supervisory experience.
- Demonstrated experience working cooperatively and developmentally with students in a university or community non-profit environment.

The successful candidate will also have:
- Experience with strategic planning and developing and implementing both short-term and long-range goals for an organization.
• Ability to assess programs, departments and organizational structures and to recommend changes.
• Ability to motivate staff and student employees in carrying out the vision, mission, goals and priorities of the A.S. Executives and Board of Directors.
• Demonstrated experience developing financial projections and managing a budget that includes salaries and operating expenses.
• Familiarity with legal and regulatory issues related to human resources functions, including recruitment, evaluation and complaint processes.
• Demonstrated ability to understand and develop effective interpersonal relationships with diverse populations of students, staff and faculty.
• Excellent verbal and written communication skills demonstrating the ability to prepare and present general information and complex material to a wide range of constituents in a variety of settings.
• Experience with facilities management is preferred.
• Fundraising and grant-writing experience is preferred

Salary

The salary is commensurate with the qualifications and experience of the successful candidate. Associated Students offers a comprehensive and generous benefits package that includes health, dental and vision insurance.

Application and Selection Process

To be considered for this position, candidates must submit a letter of interest, an A.S. application, a resume, salary history for the last five years and three professional references. Candidates must also submit a statement of philosophy that presents the candidate’s position on (1) the role and operation of student government at a large, comprehensive university and (2) the role of an executive director in working with student government officers and board members.

Please submit materials to:
Executive Director Search Committee
A.S. House
San Jose State University
One Washington Square
San Jose, CA 95192-0128

The first screening date is June 28, 2006. All materials must be received by this date to be considered. Applications received after the first screening date will be considered at the discretion of Associated Students. (Please note that there may not be a second or subsequent screening.)

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us upon submittal of the application.