**Associated Students Board of Director Position Available**

Associated Students is now accepting applications for the position of Director of Communications. Interviews will be held February 7, 8, 11 and 12, 2019. The deadline to apply is February 1st at 4:00 pm. 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. 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 or Lobby Corps meetings.
- Serve as a Director-at-Large on the A.S. Programming Board every Tuesday at 2:00 p.m.
- To serve as a member of the A.S. Operations Committee
- To serve as a member of the A.S. Lobby Corps.
- 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 Communications shall:

- a. To serve as a member of the A.S. Programming Board.
- b. To serve as a member of the A.S. Operations Committee.
- c. To serve as a member of the A.S. Lobby Corps.
- d. To assist the Board in publicizing the activities of Associated Students through methods such as the Spartan Daily, A.S. website, press releases, emails, and newsletters.
- e. To advocate and establish a public relations strategy to educate the campus community regarding the role of the Board of Directors.
- f. To prepare advertisements concerning A.S. meetings, programs, services, and vacancies on University and A.S. boards and committees in coordination with the Chair of the Board and the Executive Director.
- g. To maintain any social and digital media sites that A.S. participates in (e.g. Google+, Facebook, etc.).
- h. To provide a liaison report for the Office of Strategic Communications & Public Affairs.

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 $720 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: [www.sjsu.edu/as/docs/BoardofDirector-application.doc](http://www.sjsu.edu/as/docs/BoardofDirector-application.doc)