

Release Date: August 15, 2019
Kill Date: September 16, 2019

Chief Elections Officer
Students' Election Commission Position Available

Associated Students is now accepting applications for the position of Chief Elections Officer. The deadline to apply is September 16, 2019 at 5:00 pm. Applications may be submitted via e-mail 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 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.

2019-2020 Students' Election Commission officers will end their terms by May 31, 2020

Interviews, should you be chosen for one, will take place on September 18th to 23rd as needed at a time to be determined.

POSITION DESCRIPTION

The Chief Elections Officer duties include:

- a. Serve as the chairperson of election meetings and events
- b. Preside over all meetings and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and A.S. Bylaws
- c. Prepare the annual SEC budget in accordance with the A.S. Budget Policies
- d. Serve as the budget authority for the SEC
- e. Coordinate and delegate the design the voting materials
- f. Develop instructions for poll watchers
- g. Submit a written and oral report to the A.S. Board at regular Board meeting
- h. Maintain office hours during the election cycle
- i. Submit a written and oral report on the status and activities of the SEC to the AS Board

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 \$540 stipend per month

If you have any further questions or concerns regarding this application please contact Christy Riggins at (408) 924-6240. Thank you in advance for your interest in becoming a part of the SEC leadership. We look forward to reviewing your application.

Click on this link for the application: <http://www.sjsu.edu/as/docs/jobs/SEC-Position-Application.pdf>