

Release Date: August 21, 2019
Kill Date: October 2, 2019

Ethics Officer
Students' Election Commission Position Available

Associated Students is now accepting applications for the position of Ethics Officer. The deadline to apply is October 2, 2019 at 5:00 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 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 between October 7th to the 18th at a time to be determined.

POSITION DESCRIPTION

The Ethics Officer duties include:

- a. Serve as Vice-Chairperson, which includes assuming the duties of the Chairperson in the absence of the Chairperson.
- b. Coordinate Candidate Orientations and Ethics Meetings
- c. Coordinate the supervision of polling and scheduling of poll watchers.
- d. Prepare instructions for poll watchers; provide voting materials and information necessary for each polling area.
- e. Serve as Recording Secretary. Record accurate and detailed minutes, disseminate and maintain accurate records.
- f. Serve as a liaison to the Office of Student Conduct and Ethical Development
- g. Serve as a liaison to FD&O.
- h. Set up an in service with FD&O to discuss campaigning rules and an MOU
- i. Set up and in service with OSCED to discuss the grievance process and SEC's role in the grievance process
- j. Review any election grievances
- k. Serve a liaison to the Office of Student Conduct and Ethical Development
- l. Maintain office hours during the election cycle

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 \$360 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>