



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Associate Executive Director  
**Position Department:** Administration  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Full-Time  
**Compensation:** \$85,000 - \$97,000  
**Reports To:** Executive Director

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### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Associate Executive Director is one of two senior administrative staff for Associated Students (A.S.), the incorporated student government association at San José State University and an auxiliary organization in the California State University system. The corporation has an \$8.9 million budget, 34 full time employees and 168 part-time and student employees.

The Associate Executive Director is responsible for the operational oversight of the Print & Technology Center, Cesar Chavez Community Action Center, Marketing, and Events departments, which includes, but is not limited to, the management of all administrative aspects of these departments and the implementation of policies or directives adopted by the Board of Directors.

The Associate Executive Director maintains a close working relationship with the Executive Director, provides leadership on A.S. assessment initiatives, serves as an advisor to the A.S. Board of Directors, and provides communication relative to fiscal, strategic and operational issues. The Associate Director also maintains working relationships with University administration and participates as a leader in establishing and maintaining collaborative opportunities on campus with Associated Students. The incumbent shall assume leadership responsibilities for other initiatives and special projects as necessary.

## Essential Functions

### Program Management & Operations

- Oversight of the Print & Technology Center, Cesar Chavez Community Action Center, Events, and Marketing departments.
- Provide guidance related to policy interpretation, legal and industry regulations, as well as strategic initiatives directly related to the A.S. mission and strategic plan.
- Monitor department initiatives and provide strategic guidance and analysis. Make recommendations to improve effectiveness and efficiency of the organization.
- Conduct assessments and analyses of programs to ensure effectiveness and campus awareness.
- Collaborate with the Executive Director and the University when proposing and implementing new initiatives and activities.
- Support the Executive Director with the development, implementation, and communication of Associated Students guidelines and procedures.
- Responsible for leading special projects, organization-wide staff development, and activities as directed.
- Provide leadership and consulting related to contracts and special services.
- Write and submit monthly reports to the Board of Directors.

### Fiscal Management

- Participate in and responsible for annual budget development, projections, and fiscal oversight of assigned departments.
- Perform ongoing analysis of respective departments to ensure funds are expended within approved budget and in the most cost-effective manner.
- Oversee grant proposals, department contracts, and memorandums of understandings.
- Allocate resources appropriately to ensure timely and efficient workflow and return.

### People Management

- Provide leadership and oversight to department managers on staff recruitment and appointment, training, evaluation, and professional development.
- Evaluate department manager work performance, project implementation, and success towards attaining goals and objectives.
- Serve on Associated Students and University search committees as directed.

### Relational Management

- Serve as an advisor to the Board of Directors and A.S. committees, both individually and as a group, in areas of leadership and student government, as well as goal setting, academic progress and overall student success
- Assist in the development and review of A.S. bylaws and governing documents, strategic plans and best practices for operational success.
- Assist in the development and facilitation of retreats, workshops, and trainings for the Board.
- Interpret, communicate and apply California State Law, California State University policy and procedures, University policy and procedures and Associated Students, Inc. bylaws and policy as it relates to the Board of Directors, A.S. committees and programs
- Demonstrate consistency in the support of the vision and values of AS, Student Affairs and the University

### Risk Management

- Assist assigned departments in the identification and examination of risk, as well as the selection of risk control and risk management solutions to ensure the well-being and safety of all persons, property, and mitigate liability associated with AS.

## University Relations

- Participate as an active member of the AS team, the Division of Student Affairs, the University at large, and in committees and task forces as directed
- Foster internal and external partnerships with key University and Community stakeholders to enhance the A.S. Brand and create positive networks.

## Knowledge, Skills, and Abilities

- Demonstrate capacity to work effectively and efficiently in a diverse University environment that is fast paced at times.
- Demonstrated ability to understand and develop effective interpersonal relationships with diverse populations of students, staff and faculty
- Ability to work independently with little supervision and maintain confidentiality and respect for work and the work environment.
- Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
- Maintain professionalism at all times while providing positive customer service to students, faculty and staff.

## Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 a.m.-5:00 p.m. Evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
- Must be able to sit for extended periods of time.

## Required or Preferred Education and Experience

- A Master's degree in education, marketing, communication, public administration or business management.
- 5-7 years of management and supervisory experience in a higher education environment.
- Demonstrated knowledge and experience working cooperatively with students in a university environment.
- Experience in budget management and fiscal operations.
- Knowledge and experience in applying student development theory with student leaders and student employees.
- Proven experience leading program evaluation and assessment initiatives.
- Experience with strategic planning and developing and implementing both short-term and long-range goals.

## Notes to Applicants

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

**Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until filled.

Click [here](#) to apply!