



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

**Position Title:** Leadership and Government Coordinator  
**Position Department:** Student Government  
**FLSA Status:** Exempt  
**Full/Part-Time:** Full-Time  
**Compensation Range:** \$65,000  
**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 Leadership & Government Coordinator is responsible for leading leadership development initiatives for the A.S. Board of Directors. The Coordinator will provide individual, as well as group advising and guidance to the A.S. Board of Directors, A.S. standing committees, and students at large. The coordinator develops training program content, and organizes activities designed to enhance the development of individual student leaders and the accomplishment of group goals. The coordinator will work collaboratively with other staff to coordinate and implement a comprehensive, purposeful set of educational programs.

### **Essential Functions**

- Serve as an advisor, in conjunction with the Executive Director and the Associate Director of Marketing and Programs, to the A.S. Board of Directors and 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.
- In collaboration with the Executive Director, develop and manage the Student Government budget.
- Help develop attitudes and skills required for effective self-governance, conflict-resolution, diversity and inclusion, and positive, team-oriented group dynamics.
- Meet regularly with A.S. officers and Student Government staff.
- Plan yearly training and development schedules for A.S. Board and committees as needed. Coordinate training and presentations at in-services, retreats, and board meetings in areas of leadership, organizational knowledge, performance of duties, and other areas vital to educational outcomes.
- Attend all overnight retreats and conferences with the Board and other travel as directed.

- Interpret, communicate and apply California State Law, California State University policies and procedures, University policies and procedures and Associated Students, Inc. bylaws and policies as it relates to the Board of Directors, A.S. committees and programs.
- Assist the Board and committees in the development of new policies, resolutions, changes to governing documents, and formal communications.
- As approved by the Board, ensure timely edits and changes are made to A.S. governing documents and submit bylaws to CSU Chancellor's Office as needed.
- Coordinate and facilitate Student Government events and activities; including but not limited to Program Board, A.S. 55, Leadership Gala, Spartan Showcase, Town Halls, and speaking engagements.
- Manage and coordinate A.S. general and special elections process.
- Collaborate with the A.S. Marketing department to promote government-related initiatives.
- Develop and implement student learning outcomes and assessment initiatives for the Student Government department that align with Associated Students strategic priorities and outcomes.
- Compile and report on Student Government related events, activities, accomplishments, assessment data, as needed for reporting purposes.
- Promote the missions of the University and the Associated Students of SJSU.
- Foster an atmosphere of mentoring, student learning, and personal and professional development.
- Provide support and advising to the Board and committees on best practices for advocating and lobbying for campus, local, and state issues.
- Develop strategies and recruitment programs to increase engagement and participation in student government leadership opportunities.
- Build and maintain relationships with key department and organizational stakeholders.
- Assist students in crisis and be able to respond quickly to complex individual and group issues.
- Promote and encourage a safe and accident-free work environment for student assistants, volunteers and the community.
- Participate as an active member of A.S. team, the Division of Student Affairs, the University at large, and in committees and task forces as directed.

### **Knowledge, Skills, and Abilities**

- Experience in event planning and coordination.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated ability and knowledge of the principles to advise student leaders both independently and in groups.
- Knowledge of and experience with principles, practices, and trends in leadership development, student governance and the shared governance process of a University.
- A strong self-starter with the ability to work independently and with a team to achieve performance expectations.
- Ability to anticipate problems, resolve conflicts, and maintain a strong philosophical base for student learning and engagement.
- Ability to work collaboratively and maintain effective working relationships with a wide range of cohorts, including, but not limited to students, faculty, staff, and the general public.
- Strong organizational skills and the ability to manage multiple priorities
- Requires demonstrated experience in Microsoft Office, Google Suite and planning tools

### **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 AM – 5:00 PM. Occasional 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.

## **Required or Preferred Education and Experience**

- B.A./B.S. degree or equivalent from an accredited college/university. Master's degree preferred.
- Equivalence of at least 2 years of progressively responsible experience in higher education, and student services environment. Master's degree can substitute for 1 year of experience.
- Knowledge of student development theories.
- Education and experience in program evaluation, learning outcomes, and assessment.
- Experience in supervision and/or advising students.
- Demonstrated knowledge and experience with shared governance in a university setting.
- Knowledge and experience applying Robert's Rules of Order and California Education Code in public meetings.

## **Notes to Applicants**

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

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 Workforce Now. Only complete applications will be considered.

## **Deadline**

The application review period will remain open until filled.

Click [here](#) to apply!