

Release Date: September 2, 2020  
Kill Date: September 11, 2020

### **Associated Students Board of Director Position Available**

Associated Students is now accepting applications for the position of Director of Business Affairs. The deadline to apply is **September 11, 2020 by 5:00 pm**. Applications must be submitted via the link below. *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 GPA of at least 2.0 each semester while in office and have a 2.0 cumulative GPA
- Must maintain the minimum unit load (6 units for undergraduate students and 3 units for graduate students)

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 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 the Finance Committee meetings.
- Serve as chair of the A.S. Operations Committee on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at 12:00 p.m.
- Serve as a member of the A.S. Personnel Committee pursuant to the A.S. Bylaws, dates to be determined.
- Serve on the Campus Planning Board of the Academic Senate.
- Be available one weekend day each month for In-Service training.
- Must meet one-on-one with the A.S. Vice President each month at a prescheduled time.
- Be able to spend three hours per week in Zoom office hours
- Available between September 15<sup>th</sup> and September 18<sup>th</sup> at a time to be determined for an interview should you be called for one.

Additional meeting dates and times may apply.

2020-2021 A.S. Board of Directors and Executives will end their terms on May 31, 2020.

## POSITION DESCRIPTION

The A.S. Director of Business Affairs shall:

- a. To serve as the Chair of the A.S. Operations Committee.
- b. To serve as the Vice-Chair of the A.S. Finance Committee.
- c. To serve as a member of the A.S. Executive Committee.
- d. To serve as a member of the A.S. Personnel Committee.
- e. To serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.
- f. To serve as a member of the Campus Planning Board of the Academic Senate.
- g. To report quarterly on the A.S. strategic planning progress.
- h. To work with the A.S. Controller on developments to the budget.

## 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 \$750 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) 963-3541 or [Christy.riggins@sjsu.edu](mailto:Christy.riggins@sjsu.edu). Thank you in advance for your interest in becoming a part of the Associated Students leadership. We look forward to reviewing your application.

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Click this link to open the application: <https://tinyurl.com/sjsu-ASboardopenposition>