

Release Date: October 26, 2020

Kill Date: November 5, 2020

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

Associated Students is now accepting applications for the position of Director of Internal Affairs. The deadline to apply is November 5, 2020 by 5:00 pm. Applications may 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 cumulative on-campus (SJSU) grade point average (GPA) of at least 2.0
- Must obtain a GPA of at least 2.0 each semester 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 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, Academic Affairs or Internal Affairs Committee meetings.
- Must meet the schedule for the Operations Committee meetings this semester and the spring semester
- Meet one Monday a month from 2pm - 5pm as a Student Senator for the Academic Senate meetings
- Attend the Academic Senate Organization & Government Committee: Monday's 2pm-4pm

- Attend the Board’s Winter Retreat in January 2021. Dates to be determined.
- Meet one Saturday of 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 the A.S. Government office.
- Available during the week of November 17<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 will end their terms by May 31, 2021.

## POSITION DESCRIPTION

The A.S. Director of Internal Affairs shall:

- a. To serve as the Chair of the A.S. Internal Affairs Committee.
- b. To serve as the Vice-Chair of the A.S. Board of Directors.
- c. To serve as a member of the A.S. Academic Affairs Committee.
- d. To serve as a member of the A.S. Executive Committee.
- e. To serve as a member of the A.S. Operations Committee.
- f. To serve as a Student Senator on the Academic Senate.
- g. To serve as a member of the Organization and Government Committee of the Academic Senate.
- h. To report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board of Directors.
- i. To work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.
- j. To assist the A.S. Vice President with the enforcement of these Bylaws.

## 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 I-pad for use during your term

If you have any further questions or concerns regarding this application, please contact the A.S. Government Executive 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.

---

Click this link to open the application: <https://forms.gle/8ftiKWDuBzQwDaKt5>