

## *Position Announcement*

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### **San José State University Executive Director, Associated Students**

Founded in 1857, San José State University (SJSU) is the oldest public institution of higher education on the West Coast and the founding campus of the 23-campus California State University system. From its beginnings as a normal school to train teachers for the developing frontier, SJSU has matured into a metropolitan university that offers 250 areas of study. One of SJSU's most prized traditions is their commitment to offer access to higher education to all persons who meet the criteria for admission, yielding an extremely diverse student population of which the institution is deeply committed to their success and academic excellence. Located in the heart of Silicon Valley on a thriving 154-acre campus in downtown San José, SJSU is one of the 200 top research universities in the nation, offering rigorous course work and research opportunities to more than 35,000 undergraduate and graduate students in eight colleges.

Associated Students (A.S.) represents the students of SJSU and provides leadership at SJSU on behalf of students. Established for more than 100 years, Associated Students is an incorporated 501(c)(3) student government association at San José State University and an auxiliary organization of the California State University (CSU) system. With a \$9 million budget, A.S. advocates and maintains the student voice through the A.S. Board of Directors and operates nine departments that provide essential and distinct services to the campus community.

Current programs and services under A.S. include A.S. Events, Cesar Chavez Community Action Center, Child Development Center, General Services Center, Student Government, Human Resources, Marketing and Communications, Print and Technology Center, and Transportation Solutions.

#### **The Position**

The Associated Students Executive Director (ED) is the senior administrative officer for A.S. and is responsible for the administration of the corporation as well as the operation of all A.S. programs and services. The ED is responsible for providing administrative, operational, fiscal, supervisory, and programmatic leadership for the nine A.S. departments and is integral to carrying out the mission of A.S. and providing support to the A.S. Board. Responsibilities include, but are not limited to, the management of human and fiscal resources, student development, facilities management, and strategic planning. The ED maintains collaborative working relationships with the A.S. Executive Board members and the Board, educating and advising them on fiscal, operational, personnel, legal, and strategic matters. In addition, the ED maintains a collaborative working relationship with University administration and is a member of the Student Affairs Leadership Team (SALT). The ED will work to implement policies and services that represent best practices in higher education and auxiliary administration. The ED holds a commitment to the values of student development, student success, and diversity and inclusion. The ED also ensures that policies and directives adopted by the board are properly implemented. This position has a direct reporting relationship to the A.S. President and Board of Directors, as well as a dotted reporting line to the Associate Vice President for Campus Life, and oversees a staff of 34 plus 160 student workers and a budget of over \$9 million.

#### **Qualifications**

Minimum qualifications include a master's degree in business administration, education, student affairs, or a similar field of study with a minimum of five years of progressively responsible experience in a college

or university environment; four years of experience working with students in a higher education environment; and three years of supervision of professional staff. In addition, candidates must have demonstrated experience in budget management and fiscal operations. Successful candidates will have strong knowledge of student government, non-profit organizations and management of boards, and human resource functions. Further, candidates will have the ability to plan, organize, coordinate, manage and lead an administrative unit; evaluate staff and provide effective and timely feedback; develop and implement short and long-term organizational goals; conduct program assessments and continuous improvements; maintain sound budget and fiscal operations and internal controls; provide advice and consultation on policy development and operations; and understand and develop effective working relationships with diverse populations of students, staff, and faculty. Excellent interpersonal and communication skills, strong conflict management skills, deep knowledge of and commitment to the principles of student development, a passion for mentoring, motivating, and working closely with staff and students, and advocacy for student issues are all characteristics of the next Executive Director. Preferred qualifications include experience working with auxiliary organizations, strategic planning, facilities management, and grant writing/fundraising.

### **Application and Nomination**

Review of applications will begin September 14, 2022, and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at [www.spelmanjohnson.com/open-positions](http://www.spelmanjohnson.com/open-positions). Nominations for this position may be emailed to Heather J. Larabee at [hjl@spelmanjohnson.com](mailto:hjl@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Visit the Associated Students, San José State University website at <http://as.sjsu.edu>.**

*SJSU is an Equal Opportunity Affirmative Action employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability.*

*It is the policy of SJSU to provide reasonable accommodations for applicants with disabilities who self-disclose.*