

Release Date: September 14, 2020  
Kill Date: October 9, 2020

**Chief Elections Officer**  
**Students' Election Commission Position Available**

Associated Students is now accepting applications for the position of Chief Elections Officer. The deadline to apply is **October 9, 2020 at 5:00 pm**. Your interest in the position may be submitted through the application link below. *Please retain a copy of your application for your records.*

<b>MINIMUM QUALIFICATIONS</b>
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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 GPA of at least 2.0 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 possess the following qualities in order to take office:

- Able to work with others as a team
- Able to handle conflicts
- Have an understanding of Robert's Rules of Order
- Able to make ethical decisions when required
- Be knowledgeable about the Elections Regulation Manual (ERM) and Student Conduct Code
- Understand the structure of the Association Students

Additional meeting dates and times may apply.

2020-2021 Students' Election Commission officers will end their terms by May 31, 2021

Interviews, should you be chosen for one, will take place on October 19<sup>th</sup> to 23<sup>rd</sup> as needed at a time to be determined.

## **POSITION DESCRIPTION**

The Chief Elections Officer duties include:

- a. Serve as the chairperson of election meetings and events
- b. Preside over all meetings and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and A.S. Bylaws
- c. Prepare the annual SEC budget in accordance with the A.S. Budget Policies
- d. Serve as the budget authority for the SEC
- e. Coordinate and delegate the design the voting materials
- f. Develop instructions for poll watchers
- g. Submit a written and oral report to the A.S. Board at regular Board meeting
- h. Maintain office hours during the election cycle
- i. Submit a written and oral report on the status and activities of the SEC to the AS Board

## **BENEFITS**

Serving on the Students' Election commission 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
- Working with other talented students and staff
- Earning a \$540 stipend per month

If you have any further questions or concerns regarding this application, please contact Christy Riggins at [christy.riggins@sjsu.edu](mailto:christy.riggins@sjsu.edu) or (408) 963-3541. Thank you in advance for your interest in becoming a part of the SEC leadership. We look forward to reviewing your application.

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Click on this link for the application: [tinyurl.com/joinAScommittee](https://tinyurl.com/joinAScommittee)