

## SEARCH AND SCREEN PROCESS 2017-2018 ASI LEADERSHIP POSITIONS

Student Programming Board  
*The CI View* student newspaper  
*The Nautical* yearbook  
Student Government (non-elected positions)



ASSOCIATED  
STUDENTS INC.  
C H A N N E L  
I S L A N D S

### Purpose

The purpose of this process is to provide students with meaningful learning and development opportunities which will prepare them for the professional setting. As such, ASI implements an application, interview and selection process which mirrors CI's interview and selection process in a professional setting. This process is implemented to ensure the most qualified students are selected to serve in these top CI leadership positions.

### ASI Leadership Positions

- Student Programming Board: President (Level III), Vice President (Level II) and Director of Operations (Level I)
- *The CI View* newspaper: Editor-in-Chief (Level III), Managing Editor (Level II), Layout Editor (Level I), Business Manager (Level I)
- *The Nautical* yearbook: Editor-in-Chief (Level III) and Visual Content Editor (Level II)
- Student Government (non-elected positions): Director of Operations (Level I) and Director of External Affairs (Level I)

### Application Process

*Position Posting:* Positions will be posted to Dolphin Career Link during the spring semester. Positions will remain open until filled.

*Application:* Students interested in any of the leadership positions listed above will submit via Dolphin Career Link (1) an employment application, (2) professional cover letter and (3) resume detailing their leadership and work experience and (4) contact information for two references. Student publication positions will be required to submit a writing sample and/or design portfolio.

*Screening:* The ASI Entity Search and Screen Committees will review all written materials and interview the top candidates for each position using a professional set of interview questions and scoring rubric.

*Interview:* Each student applicant will participate in a professional interview with one of the ASI Entity Search and Screen Committees.

*Recommendation:* The ASI Entity Search and Screen Committees will deliberate and recommend the candidates most qualified to serve as ASI entity leaders based on each applicant's application, cover letter, resume, and in-person interview. The committees will

recommend the top candidates to the ASI Associate Director and ASI Assistant Director for a final interview.

*Selection:* As the hiring authority, the ASI Associate Director and ASI Assistant Director will interview the top candidates recommended by the ASI Entity Search and Screen Committees, check references, and will determine the successful candidates for hiring.

For the Student Government non-elected positions, the search and screen committee will deliberate and together and select the candidates most qualified to serve in the positions based on each applicant's application, cover letter, resume, and in-person interview. These positions are appointed by the Student Government President and must be approved by the Senate.

*Notification:* The ASI Associate Director will notify all candidates of their application and hiring status.

### **Search and Screen Committee Composition and Eligibility**

In order to ensure the most qualified students are selected for these top leadership positions, the search and screen committees will be comprised of individuals who possess intimate knowledge of ASI, the individual entities, and the work required of such positions. In addition, the committees will include individuals who do not have a direct allegiance to an individual entity and who will make decisions in the best interest of ASI and the student body.

Should an ASI entity officer or member serving on a search and screen committee resign from their position within the entity or become ineligible for office at any point during the search and screen process, that student must resign from their position on the search and screen committee by notifying the ASI Associate Director in writing within 48 hours of the resignation or notification of ineligibility. The ASI Associate Director will select a replacement from the respective entity to fill the vacancy on the search and screen committee.

Should a vacancy occur on a search and screen committee due to the member's inability to fulfill the time commitment, the ASI Associate Director will select a replacement from the respective entity to fill the vacancy on the search and screen committee.

### **ASI Entity Search and Screen Committee - Level I, II and III Positions**

Student Programming Board President (Level III)

Student Programming Board Vice President (Level II)

*The CI View* Editor in Chief (Level III)

*The CI View* Managing Editor (Level II)

*The Nautical* Editor in Chief (Level III)

*The Nautical* Visual Content Editor (Level II)

Student Programming Board Director of Operations (Level I)

*The CI View* Layout Editor (Level I)

ASI Student Publications Business and Marketing Manager (Level I)

The search and screen committee will be comprised of:

- One member of Student Government (SG) selected by the SG President.
- One member of Student Programming Board (SPB), selected by the outgoing SPB President. (If the SPB President is re-applying for an SPB position, the ASI Associate director will select the student).
- One member of *The Nautical* yearbook, selected by the outgoing Editor in Chief. (If *The Nautical* Editor is re-applying for a position, the ASI Associate Director will select the student).
- One member of *The CI View* newspaper, selected by the outgoing Editor in Chief. (If *The CI View* Editor is re-applying for a position, the ASI Associate Director will select the student).
- One ASI professional staff member.
- The ASI Graphic Designer will participate in interviews for *The Nautical* Visual Content Editor and *The CI View* Layout Editor to provide a technical skill perspective.

NOTE: If all committee members are unable to participate in specific interviews due to scheduling conflicts, the ASI Associate Director will make every effort to select an alternate student who possesses intimate knowledge of the requirements of the position to participate in the interview.

#### **Student Government Non-Elected Position Selection Committee**

The Student Government Non-Elected Position Selection Committee for Student Government Director of External Affairs will be comprised of:

- The incoming Student Government President.
- If available, the outgoing Director of External Affairs or another Student Government member selected by the incoming President.
- The ASI Student Programs Coordinator.
- The Director of Community and Government Relations

The Student Government Non-Elected Position Selection Committee for Student Government Director of Operations will be comprised of:

- The incoming Student Government President.
- If available, the outgoing Director of Operations or another Student Government member selected by the incoming President.
- The ASI Student Programs Coordinator.

#### **2017 Timeline**

- March – positions posted\*
- April – applications sent to selection committee for review
- April/May – candidates interviewed by selection committees. Selection committee meets to determine final recommendations.
- May 8-12– Final hiring decisions made and applicants notified

\*SG non-elected positions will be posted April 3 and will be interviewed after the election of the new SG President as applications are received and as schedules allow.

### **Time Commitment**

Students serving on the search and screen committee should expect to commit approximately 1 – 2 hours to review applications and approximately 8 hours to interview candidates and determine final recommendations. Some interviews may take place earlier depending on committee member availability. The ASI staff will schedule all interviews and meetings during the most convenient times for the candidates and the selection committee members.

### **Questions?**

- Please contact Genesis DeLong, ASI Interim Director at 805-437-2038 or [genesis.delong@csuci.edu](mailto:genesis.delong@csuci.edu).