



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

## STUDENT GOVERNMENT DIRECTOR OF OPERATIONS

Compensated Educational Leadership Opportunity  
Associated Students Inc., Student Government  
California State University Channel Islands



[APPLY!](#)



[CI STUDENTGOVT](#)



805-437-2622



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### About The Role

The Student Government Director of Operations provides a full range of administrative support functions for the Office of Student Government to assist and provide support in all activities and initiatives that aim to spark change on campus. Serves as the Student Government office frontline contact for the general public and University community, and is responsible for providing overall administrative and logistical support for the Office of Student Government.

- **Employment Rate:** \$531.82 semi-monthly, flat rate payment.
- **Hours:** Typically, Monday- Friday, 8am-5pm, 15 hours per week.
- **Start Date:** January 23, 2023. Contracted through spring break.
- **End Date:** May 31, 2023.

### Responsibilities

- Represent and advocate on behalf of Student Government and the general student body.
- Attend and take minutes for all Student Government Senate meetings Wednesdays, 9-11 a.m. in the Student Union.
- Manage social media platforms, updates website, and checks Student Government email.
- Organize and maintain the Student Government office, including inventory and supplies.
- Deliver written notice, consisting of the Senate meeting's agenda packet to all of Student Government and campus partners.

### Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled as a student at CSU Channel Islands.
- ✓ Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.