

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

Position Title: Student Government Director of Operations	Office: Student Government
Hours: 10 hrs. /wk.	Employment Rate: \$308.75 semi-monthly flat rate payment
Supervisor: ASI Executive Director & ASI Student Programs Coordinator	Student Supervisor: Student Government President
Area: Associated Students Inc.	Division: Student Affairs

Position Description

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.

Duties & Responsibilities

Organizational Processes

As taken from Article III of the Student Government Bylaws:

- The Director of Operations records all Student Government official communications.
- Attend all Senate meetings, and attest that all legislation enacted is true and accurate.
- Present, within 3 business days of its ratification, all Senate legislation and appropriations to the President as required by Section 2.1.2 of the Student Government Bylaws,
- Maintain a permanent and current record of all members of Student Government including their contact information,
- Maintain regular office hours,
- Maintain the Student Government office, including organization and inventory of office supplies, and
- Update and maintain the Student Government website.
- Maintain the Student Government office, including the procurement and organization of office supplies.

Office Administration

- Attend and take minutes at all Student Government Senate meetings Wednesdays from 9-11 a.m. in the Student Union Coville Conference Room.
- Attend weekly executive meetings with the Student Government executive officers & Advisors throughout the term of office.
- Meet regularly with campus partners, students and serves on CI Committees.
- Maintains the committee calendar and distributes committee communication/reports as necessary.
- Answers phones, checks voicemail, checks Student Government email, updates website and social media platforms regularly.

Communication

- In at least 72 hours prior to the scheduled start of the Senate’s regular meeting, deliver written notice, consisting of the meeting’s agenda packet, to all Senators and ex-officio members of Senate, as well as the President, Vice President, Executive Directors and Student Government advisors and any person registered with the Student Government office and post packet accordingly to the public.

*Additional duties as assigned by the ASI Executive Director & ASI Student Programs Coordinator

Position Qualifications & Appointment

- i. Exceptional leadership qualities which include the ability to: uphold the University mission; serve as a role model for the CI community; communicate effectively both verbally and in writing; work collaboratively with peers, faculty, staff, community members, and vendors; manage large amounts of detail and be efficient with time; build team and enhance student learning and development within Student Government membership.
- ii. Embrace and embody the CI Leadership Definition: With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.
- iii. An understanding of the dynamics student government, of planning advocacy campaigns, and managing a staff.
- iv. This appointment will be for one academic year starting July 1 of the current year through May 31 of the following year. This position is contracted through winter, spring and summer break. No person may serve more than two terms of office in the same executive director position.
- v. Attend monthly ASI Leadership Development meetings throughout the term of office.

Conditions of Employment

- i. Must pass a background check and may be subject to drug tests.
- ii. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- iii. *Undergraduate student:*

- Be currently enrolled at CI.
 - Must earn 6 semester units of credit per term while holding office.
 - Applying sophomores, juniors, and seniors must have a minimum cumulative and semester CI grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of service.
 - Applying freshman will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.
 - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
 - Be free of any holds on University records.
- iv. *Graduate and credential student:*
- Be currently enrolled at CI.
 - Must earn 3 semester units of credit per term while holding office.
 - Have a minimum cumulative and semester CI grade point average of 3.0 at the time of selection and must maintain this minimum average throughout the term of service.
 - Applying first year graduate students will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.
 - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
 - Be free of any holds on University records.

Additional Posting Information

Submission Requirements:

Submit resume, cover letter, and student ID number to asi@csuci.edu.

Classification:

Level I Student Employee

The Student Government Director of Operations appointment is a compensated educational leadership opportunity in which the students receives a semi-monthly, flat rate payment for the assignment. The time to complete the work of this appointment is estimated to be approximately 10 hours per week; the accountability for the work of this position, however, is output measured through adherence to the expectations of the position description, and completion of planned projects and programs. Work output, adherence to the position description, and completion of planned projects and programs will be assessed through regular meetings with the ASI professional staff supervisor.

Leadership Learning Outcomes:

ASI is committed to the development of our student leaders. Students involved in ASI leadership opportunities will develop in the following skill sets: Interpersonal skills, Problem Solving, Effective Communication, and Leadership Identity Formation.

Contact:

Helen Alatorre Phone: 805-437-1629 Email: Helen.Alatorre@csuci.edu

Annie Block-Weiss Phone: 805-437-1674 Email: Annie.Block-Weiss@csuci.edu

Students Name:	Signature & Date:
Student Supervisor Name:	Signature & Date:
Supervisor Name:	Signature & Date:
Supervisor Name:	Signature & Date: