Associated Students Inc.
California State University Channel Islands

Compensated Educational Leadership Opportunity
Student Programming Board Vice President

Division: Student Affairs
Area: Associated Students Inc.
Office: Student Programming Board
Position Title: Vice President
Hours: 20 hrs. /wk.
Classification: Level II
Employment Rate: $585 semi-monthly flat rate payment
Contact: Tonee Sherrill Phone: 805-437-3273 / Email: Tonee.sherrill@csuci.edu
Supervisor: Tonee Sherrill

Associated Students Inc.
Associated Students Incorporated (ASI) is a non-profit auxiliary which exists to support the educational mission of CSU Channel Islands. ASI facilitates learning and development through integrative and co-curricular approaches and identifies and responds to major student issues and initiatives. In addition, ASI implements sound business practices which uphold the fiduciary responsibility associated with the management of student fees, and funds the operation and facility of the CI Student Union.

ASI is the umbrella organization governing the process, policies and procedures of four main entities: Student Government, Student Programming Board, The Nautical yearbook and The Channel Islands View newspaper.

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,

Entity Purpose Statement
The purpose of Student Programming Board (SPB) is to increase CI student engagement through cultural, educational and social programming.

Position Description
The Vice President provides professional management of student personnel, programming functions and daily operation within the office of Student Programming Board (SPB), promoting efficiency and adherence to established deadlines in accordance with ASI By-Laws and the approved current working SPB Constitution.

Eligibility
- **Undergraduate student:**
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 6 units throughout the term of service.
  - Have successfully completed 24 semester units of credit prior to the beginning of the semester, 12 of which must have been completed at CI.
  - 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.
  - 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.

- **Graduate and credential student:**
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 3 units throughout the term of service.
  - Have successfully completed 6 semester units of credit prior to the beginning of the semester, all of which must have been completed at CI.
  - 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.
  - 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.
Responsibilities

The Vice President:

- Attends all Division of Student Affairs trainings, ASI trainings, leadership development seminars and budget meetings.
- Serve on and attend ASI committee meetings and other required meetings as related to this position.
- Abides by the ASI Bylaws and SPB Constitution as definitive governing documents.
- Meets with the ASI Assistant Director once per week, along with the executive leadership team.
- When the President is absent or unable to perform their duties, the Vice President assumes the responsibilities of the President.
- Advises the President concerning office operations, program assessment, expenses, and provides a full range of administrative and logistical support.
- Represents the interests and objectives of SPB to the University and local community.
- Regularly communicates with the ASI Assistant Director, Division of Student Affairs (DSA) staff, and students to meet the co-curricular needs of the student body and to address programming concerns.
- Attends all SPB Board meetings (attendance is not required when academic conflicts are present or due to emergency circumstances).
- Attends weekly SPB executive leadership team meetings.
- Holds regular office hours and publicly posts updated office hours each semester.
- Guides decisions made by SPB in accordance with the approved current working SPB constitution and provides historical background on general board precedents, previous decisions and University processes as needed.
- Works closely with the President and ASI Assistant Director to ensure meaningful leadership development opportunities and personal growth are offered to the SPB members.
- Assist in the coordination of meaningful, relevant programs throughout the academic year to meet the diverse needs of the CI student body and to provide an environment in which different worldviews are respected and peoples from various backgrounds are invited to participate.
- In consultation with SPB’s President, develops and presents an annual budget.
- Monitors all income and expenses.
- Maintains an updated shadow budget and records all annual budget report notes.
- Keeps the ASI Assistant Director and SPB executive leadership team updated on the current balances.

Position Qualifications

All candidates for the position of SPB Vice President must:

- Demonstrate previous leadership and/or event experience.
- Possess excellent customer service, interpersonal, written and verbal communication skills and the ability to direct the work of a variety of diverse individuals.
- Possess basic skills with PC computers and word processing programs.
- Possess strong knowledge of English, grammar, spelling and punctuation.
- Have the ability to use judgment and discretion to act independently on occasion when precedents do not exist.
- Be able to work effectively with minimal supervision.
- Be professional in appearance and behavior when representing SPB in any and all capacities.
- Possess a willingness to develop exceptional leadership skills 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 SPB membership; and create a vision which propels SPB to the next level of excellence.
- 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.

It is preferred that all candidates for the position of SPB Vice President possess:

- An understanding of the dynamics of planning events, maintaining an office and managing a staff.
- Previous SPB experience.
- Knowledge of creating and maintaining a budget.
- Confidence in his/her ability to effectively solve problems and manage conflict.
- Familiarity with the structure and procedures of Associated Students Incorporated at California State University Channel Islands.

Appointment

- This appointment will be for one academic year starting June 1 of the current year through May 31 of the following year. This position is contracted through winter, spring and summer break. If eligible, the current Vice President may re-apply for the position to be considered for the subsequent year.
The Student Programming Board Vice President position is a compensated educational leadership opportunity in which the student receives a semi-monthly, flat rate payment for the assignment. The time to complete the work of this appointment is estimated to be approximately 20 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.

**Conditions of Employment**

*As conditions of employment, student employees:*

- Must pass a background check.
- May be subject to drug tests.
- 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.

Student’s Name: _______________________________________ Signature: ______________________________ Date: _______

Supervisor Name: Tonee Sherrill, ASI Assistant Director Signature: _______________________ Date: _______