



OPENING FOR  
**ASSOCIATE DIRECTOR FOR STUDENT GOVERNMENT**  
ASI STUDENT GOVERNMENT

**ANTICIPATED HIRING RANGE: \$60,000 - \$64,000 annually**

*Anticipated Total Compensation Package with Benefits: \$88,744 - \$92,609*

*\*based on health insurance coverage for employee + family*

***This is a salaried, exempt, full-time opportunity that is eligible for [benefits](#).***

**A confidential review of applications will begin on December 18, 2017, and will continue until the appointment is made.**

## POSITION

Reporting to the Associated Students, Inc. (ASI) Executive Director, the Associate Director for Student Government is responsible for providing guidance, advisement, and support to Student Government leaders and fostering an atmosphere for student learning, development and collaboration. The Associate Director serves as the primary contact and resource for various campus departments and individuals who interact with ASI Student Government. With significant independent judgement, the Associate Director works collaboratively with the ASI President and Vice President to provide overall direction, day-to-day oversight, and future vision for the ASI Student Government. The Associate Director for Student Government works directly with the ASI President to: develop the annual budget, set realistic projections, and manage expenditures for program accounts; oversee departmental assessment efforts, including publication and reporting of results; and relieves the Executive Director of considerable administrative detail by interpreting and executing policy set forth by governmental agencies. Through outstanding supervisory skills, the incumbent provides direction and supervision to one full-time Student Government assistant and part-time student assistants. The Associate Director will demonstrate an understanding of and commitment to mutual respect and appropriate roles of collegiality between students and staff within the context of a student-directed corporation

## ESSENTIAL DUTIES

- Directs all business aspects of Student Government
- Oversees the department's performance to meet the objectives of the corporation
- Provides administrative support and coordination to the ASI President and Vice President for Cabinet and Senate agendas, minutes, meeting schedules, background materials, and ensures compliance with the open meeting law
- Accurately and appropriately posts and archives governing documents including but not limited to Bylaws, Codes, and minutes in accordance with established procedures
- Establishes and maintains systems to capture and retrieve organizational data and documentation to ensure historical context is understood and year to year continuity is viable
- Serves as a direct resource to ASI Student Government leaders and ensures various inquiries are responded in a timely and professional manner
- Proactively researches and shares information relevant to ASI Student Government and CSU matters affecting student interests
- Works collaboratively with the President and Vice President to provide organizational vision and leadership
- Represents and engages Student Government in ASI's strategic planning, assessment, and budgetary cycles
- Actively and intentionally provides leadership development opportunities, resources, and coaching for Student Government leaders and staff
- Conducts orientations for incoming Student Government leaders
- Provides training to Student Government leaders on departmental policies and procedures
- Provides active assistance and guidance to the ASI President in developing the annual ASI Student Government budget; sets realistic projections, and manages expenditures for program accounts
- Utilizing appropriate technologies, assists student leaders in the research, planning, and assessment of advocacy, outreach, and educational programs and reports out results through proper organizational channels
- Assists student leaders in communicating ASI Student Government activity both orally and in writing by reviewing print and electronic communication and advising on revisions

- Coordinates the day-to-day operations of the ASI Student Government
- Oversees the calendars, daily schedules, and meeting coordination for the ASI President and Vice President
- Manages all full-time and part-time staff: including recruitment, selection, training, evaluation, development and discipline
- Serves as a member of the ASI Leadership Team; represents and serves as a liaison for ASI Student Government at managerial-level committees
- Works collaboratively with ASI staff to develop, coordinate, and attend professional development workshops, trainings, and retreats for Student Government leaders
- Coordinates the compensation for ASI Student Government leaders and employees
- Monitors and coordinates all updates to departmental publications
- Responsible for the purchasing, inventory, and management of office supplies and contracts
- Performs other duties as assigned
- Ability to satisfactorily complete a background check (including a criminal records check)

## **QUALIFICATIONS**

- Master's degree in a social or behavioral science e.g., Student Affairs or Higher Education Administration, public or business administration, or related field, from an accredited college or university, preferred.
- Bachelor's degree in a social or behavioral science e.g., Student Affairs or Higher Education Administration, public or business administration, or related field, from an accredited college or university, required.
- Minimum five years of progressively responsible experience providing administrative and/or program support within a college or university setting, required
- Three years supervisory, mentoring, and advising experience
- Two years working with college student employees, preferred
- Experience working with a leadership development program, preferred
- Ability to exercise diplomacy and maintain sensitive and confidential information
- Ability to guide and develop student leaders as it pertains to areas of student government
- Working knowledge of general practices, programs, and/or administrative specialty; basic knowledge of and ability to apply fundamental concepts
- Ability to learn, independently interpret, explain, recommend, and apply a wide variety of policies and procedures relating to the applicable program(s), functions, organizational unit, and/or administrative specialty
- Ability to independently gather and analyze data, reason logically, and draw valid conclusions; ability to perform research and recommend solutions to unique issues
- Excellent interpersonal skills with the ability to interact effectively with students, customers, campus community members, vendors and the general public
- Strong organizational skills and ability to manage complex details; ability to prioritize and multitask
- Ability to work independently and as a collaborative team member
- Ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Ability to operate an office work station and to use technology to accomplish business-related functions e.g., word processing, spreadsheets, email communication, database access and management, basic survey research, and budget monitoring and analysis

## **WORKING ENVIRONMENT**

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, and bend.

## **POSITION SENSITIVITY**

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

## BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

## APPLICATION PROCEDURE

**Both an application and resume are required.** A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:      Associated Students, Inc.  
Human Resources Department  
3801 W. Temple Ave., Bldg. 35-1216  
Pomona, CA 91768

Phone: (909) 979-5546  
E-mail: [asihr@cpp.edu](mailto:asihr@cpp.edu)

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

## ABOUT ASI

Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

## EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

## SYSTEMWIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

## MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.