



Associated Students

CAL POLY HUMBOLDT

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: A.S. Board Coordinator
Hours: Full-Time, 11-month position
Compensation: \$20-\$26 per hour, DOE
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

ASSOCIATED STUDENTS SUMMARY

Associated Students' (A.S.) mission is to support and represent the students of Cal Poly Humboldt (CPH) by continuing the organization's legacy of student advocacy and leadership; to enhance CPH students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of CPH whose primary source of funding is from mandatory student body fees. A.S. funding includes Campus Center for Appropriate Technology (CCAT), Eric Rofes Multicultural Queer Resource Center (ERC), Student Access Gallery (SAG), Waste Reduction & Resource Awareness Program (WRRAP), Women's Resource Center (WRC), Scholars Without Borders (SWB), Student Legal Lounge (SLL), Children's Center, Office of Student Life (OSL), Drop in Recreation, Lap Swim (Pool), Learning Center Tutorial Program, Social Justice Equity and Inclusion Center (SJE&IC), Oh! Snap, Recreation Sports, Youth Education Services (YES), El Centro, ADPIMENA (ADPIC), Diverse Male Scholars Initiative, Food Sovereignty Lab, Service-Learning Programs, and the Summer Study Abroad Program.

POSITION SUMMARY

The A.S Board Coordinator assists the Executive Director in the support of the Student Government leadership and program development, board governance and transparency, and execution of annual programs and events. The A.S Board Coordinator is responsible for coordinating and advising, coordinating the annual elections process, coordinating program and event logistics, and carrying out the writing of board, sub-board, and committee minutes. Additionally, the A.S Board Coordinator advises, trains, and supervises programs associated with committees and respective student leaders, under the direction of the Executive Director. The incumbent will work to create learning experiences for A.S Program employees and student government officers, as well as foster their personal and professional growth.

The office's front reception desk is very busy at times and the employee will need excellent organizational, time and stress management skills to complete multi-task interactions with the approximately 18 student government leaders, campus community, and the general public during standard business hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the schedules and calendars for the student body Executive Officers. Coordinates meetings and other special events on behalf of the Executive Officers. Maintains records of when appointments have been filled or canceled.
- Interacts with a variety of campus and community constituents, including students, faculty and staff. Serves as a primary source of administrative information, point of contact and resource to the campus and the surrounding community.
- Coordinates travel arrangements for student body Executive Officers and other student government representatives attending CSSA functions and/or related activities.
- Prepares agendas, minutes, and supporting material for distribution. Ensures timely distribution of material to comply with the Gloria Romero Act of 2000.
- Recruits student leaders to serve on academic and university committees, distributes directory information of said student leaders to committee chairpersons, trains student leaders to utilize the committee report form, and consolidates reports to

- be reviewed by the ASI President and general public.
- Supports the Executive Director in advising, programming, and delivering leadership development to student leaders and boards.
- Assists the Executive Director with the planning, coordination, and facilitation of the Student Government retreats, board trainings, and board meetings.
- Provides on-board training to new student government officers as vacancies are filled throughout the year.
- Facilitates assessment tools to evaluate student government learning outcomes, development workshops, and leadership retreats.
- Advises the A.S. Public Relations Committee and oversees the A.S. election process.
- Works cooperatively with the A.S employees to plan and implement corporate student programs and/or training sessions, as needed.
- Composes and prepares written documentation and correspondence for the office. Screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Performs other clerical duties as needed, such as filing, photocopying, and collating. Operates office machines such as transcribing machine, date stamper, calculator, and photocopier.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree or equivalent years of education and work experience required;
- Leadership experience in student government, student organizations, or advising such organizations is preferred.

Knowledge and Abilities

- Successful candidate will possess strong student development knowledge, counseling skills and the ability to connect well with students.
- Must be willing to work with an ethnically and culturally diverse group of student staff and volunteers.
- Exceptional customer service skills are a must.
- Must possess enhanced leadership skills.
- General knowledge of the principles of individual and group behavior.
- General knowledge of assessment relating to student learning outcomes.
- General knowledge of parliamentary procedure.
- A strong combination of specific academic and/or experiential training is recommended.
- Excellent interpersonal, written, time management and verbal communication skills.
- Ability to use initiative and resourcefulness in planning events, trainings and student involvement.
- Ability to work in a fast-paced environment with interruptions.
- Ability to develop and maintain effective working relationships within a diverse academic community.
- Ability to use independent judgment, critical thinking skills, and analytical skills.
- Ability to maintain professionalism and determine appropriate application of ASI and University policies or guidelines.
- Frontline contacts with a variety of campus and community individuals require active problem-solving and interpersonal communication skills.

Knowledge and Abilities

- This position has been identified as a Mandated Reporter and under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.
- This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.
- A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to hsuas@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional references

Application review date: **Monday, September 11th, 2023. Open Until Filled.**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose. For assistance with the application process, please call the A.S Front Office at (707) 826-4221 to submit an Accommodation Request Form.