

## POSITION DESCRIPTION

Approved On:

April 26, 2023



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<b>Position Title:</b>	Board of Directors Representative
<b>Rate of Pay:</b>	Semesterly Service Incentives (Dining Dollars, Bookstore Voucher, <b>or</b> Semester Parking Pass)
<b>Employment Status:</b>	Appointed/Elected Student Representative
<b>Location:</b>	San Bernardino and/or Palm Desert Campus
<b>Hours Per Week:</b>	3-5 hours
<b>Description:</b>	As a member of the Board of Directors (BoD), student representatives will have the responsibility of advocating on behalf of the student body of California State University, San Bernardino by attending Board and committee meetings and providing general direction of the Associated Students, Incorporated at CSUSB.

### Job Duties & Responsibilities

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- Attend regularly scheduled Board of Directors meetings
- Participate on campus-wide committees such as administrative searches, fee allocation groups, etc.
- Develop and provide reports to the Board of Directors and Executive Officers
- Host office hours in-person or virtually to meet with students
- Set up meetings and/or events aimed at connecting with students in your area of representation
- Work on initiatives or innovative projects that will enhance the collegiate experience
- Meet with college deans, faculty, and/or staff to discuss issues relating to CSUSB students
- Network with local and campus community partners on behalf of ASI
- Review, amend and approve ASI budgets, policies, and procedures

### Minimum Requirements

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- Attend all regularly scheduled Board of Directors meetings
- Serve on a minimum of two (2) campus-wide committees
- Establish and maintain a series of office hours no less than three (3) per week
- Adhere to all requirements in the ASI Bylaws and Policies
- Attend all Board of Directors training sessions and ASI retreats

### Eligibility

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- Must be a currently enrolled student at California State University, San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a minimum GPA of 2.75 (semester and cumulative)
- Must be enrolled or part of the population of desired representative position in **2023-24**:
  - College Representatives must be enrolled in the college they aim to represent.

- Housing Representative must reside on campus housing.
- Athletic Representative must be a former or current student athlete.
- Graduate Representative must be a graduate student.
- International Representative must be an international student.

For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).