

POSITION DESCRIPTION

Approved On:

October 24, 2023



Position Title: Elections Chair

Rate of Pay: \$16.00/hr

Employment Status: Student Paraprofessional

Location: San Bernardino Campus

Hours Per Week: 15-20

Description: The Elections Chair will serve as the chair of the ASI Elections Committee and oversees all components of the ASI Elections cycle. This position is appointed by the ASI President and is subject to confirmation by the ASI Board of Directors. The person in this role will work with the guidance of the Executive Director.

Job Duties & Responsibilities

- Administer the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations.
- Serve as the chair of the Elections Committee and coordinate standing meetings
- Prepare and distribute meeting agendas and minutes for Elections Committee meetings.
- Assist students in application process for ASI Elections.
- Arrange for the preparation of all election materials including official publicity and marketing.
- Preside over all complaints regarding elections conduct, violations of the ASI Elections Policy and or applicable university policies and procedures.
- Oversee the purchase, management, and storage of all election-related supplies
- Be responsible for the proper training and instruction of election committee members particularly in proper election procedures and in facilitating a fair and unbiased violation process.
- Preside over the mandatory candidate orientation meeting, which is scheduled for the purpose of distributing and explaining the various elections rules and processes to candidates.
- Ensure that permanent files of the minutes, election(s) results, and other historical information are kept by the ASI Office.
- Cannot run in the ASI 2024 Election.

Minimum Requirements

- Good oral and written communication skills
- Good organization skills
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams) and Google Suite
- Ability to work independently and with others

Eligibility

- Must be a currently enrolled student at Cal-State 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 2.0 (semester and cumulative)
- Cannot run in the ASI 2024 Election.

For more information on this position, please email asi-hiring@csusb.edu.