

POSITION DESCRIPTION

Position Title:	Vice President of Palm Desert Campus
Employment Status:	Elected/Appointed Student Representative
Hours Per Week:	20 hours
Description:	The Associated Students, Inc. Vice President of Palm Desert Campus serves as the student representative on behalf of the Palm Desert Campus.

Job Duties & Responsibilities

- Chair the Palm Desert Campus Advisory Committee (PDCAC) and coordinate the committee meetings.
- Serve as a voting member on the ASI Board of Directors
- Assist with the recruitment of students for the Palm Desert Campus Advisory Committee.
- Set up meetings and/or events aimed at connecting with students of PDC
- Work with the PDCAC to oversee the preparation of the annual PDC budget with the support of the ASI Executive Director/Chief Financial Officer
- Present a report of the actions and activities undertaken by the PDCAC to the ASI BoD.
- Serve as the main designee for all shared governance appointments at the Palm Desert Campus as a representative for PDC affairs.

Minimum Requirements

- Attend and all regularly scheduled Board of Directors meetings
- Adhere to all requirements in the ASI Bylaws and Policies
- Attend the summer Board of Director orientation and training sessions

Eligibility

- Must be a currently enrolled student at Cal-State San Bernardino at the Palm Desert Campus
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have and maintain a minimum GPA of 2.5 (semester and cumulative)

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