



EMPLOYMENT OPPORTUNITY
Associated Students
at Sacramento State
Elections Officer
GOVERNMENT OFFICE

Position Summary: The Election Officer works under the direct supervision of the Board Associate and in collaboration with the Election Planning Group to plan and implement a successful ASI Election. The Election Officer performs all duties in order to uphold the fairness and impartiality of the elections process.

Time Base: Part-time, up to 20 hours per week (Spring Semester 2017)

Application Deadline: Applications accepted until the position is filled.
Interviews will begin immediately

Compensation: \$10.50/hour

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Meets regularly with the Election Planning Group which includes the Board Associate, IT, Marketing and the ASI Executive Director. Performs identified tasks that support the Group, meeting all established deadlines.
- Recruits, trains, organizes and supervises volunteers who support the promotion and implementation of ASI Elections.
- Develops and maintains strong relationships with clubs and organizations to keep them informed about and engaged in the election process. This may require attending organizational meetings, sending e-mails, and/or other methods of sharing information.
- Conducts Election Information Sessions to encourage students to run for office.
- Organizes forums for candidates to interact with each other and with the students at large.
- Collaborates with Student Engagement & Outreach (SEO) to create and distribute an effective Voter Booklet to inform the Electorate.
- Maintains impartiality in ASI Elections by abstaining from endorsement; specifically, show of any support for a particular candidate running for office or initiative/referendum on the ballot whether verbal, written (electronically or in print), appearance at events, or in any other form.
- Other duties may be assigned.

CORE COMPETENCIES

- Exceptional skills in communication, problem solving, time management, and organization.
- Ability to work independently.
- Ability to take initiative.
- Ability to follow oral and written instructions.
- Ability to work effectively and collaboratively with a diverse student population.
- Ability to be tactful and discrete in performance of duties.

MINIMUM QUALIFICATIONS

- Currently enrolled Sac State student.
- Knowledge of PC Windows-based personal computers—Microsoft Word, Excel, Outlook.
- Experience with event/project planning.
- Excellent interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience recruiting, training, organizing, and supervising volunteers.
- Knowledge of ASI Election Code and Bylaws.
- Volunteer participation in any elections.

How to Apply: Interested applicants must submit an **application and resume**. Applications can be found on the ASI web site. Return completed application and resume or apply online at:
<https://850.dayforcehcm.com/CandidatePortal/en-US/asi/Posting/View/72>

By mail
Human Resources
Associated Students, CSUS
6000 J Street
Sacramento, CA 95819-6011

By fax
Attn: Human Resources
916-278-6278

Or in person
ASI Business Office
Attn: Human Resources
3rd floor University Union

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

Associated Students is an Equal Opportunity employer.
www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at <http://www.csus.edu/police/cleryact.stm>.