



## ASSOCIATED STUDENTS, INC.

California State University, San Bernardino  
invites applications for the position of:

### Elections Coordinator

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<b>RATE OF PAY</b>	<b>\$13.00</b> per hour
<b>EMPLOYMENT STATUS</b>	Student Assistant/Paraprofessional
<b>LOCATION</b>	Associated Students Inc. at California State University, San Bernardino
<b>HOURS PER WEEK</b>	<b>20</b> Hours per week
<b>DESCRIPTION</b>	In accordance with the ASI Elections Policy and Procedures, the Elections Coordinator shall be responsible for administering the elections process through the corporations policies and bylaws and ensure the fairness of the election and adherence by the candidates to the established regulations.
<b>JOB DUTIES</b>	<p>This position reports to the Executive Director and or designee and would be responsible for:</p> <ul style="list-style-type: none"><li>• setting a time-line for every election in coordination with the Office of Student Engagement</li><li>• advertise for the positions of Elections Committee members</li><li>• be responsible for the proper training and instruction of committee members on proper election procedures and in facilitating a fair and unbiased voting process</li><li>• supervise the electronic correspondence, printing and transportation of ballots</li><li>• publicize actions of the Elections Committee with regards to violations within 24 hours of the Committee's decision</li><li>• make timely and necessary reports to the BoD as needed regarding all aspects of the elections process</li><li>• publish election regulations and qualifications for the current election</li><li>• distribute and collect all petitions and qualifications sheets for candidates for all elected offices</li><li>• post all elections results</li><li>• in collaboration with the ASI Programming Department, coordinate and administer activities pertaining to elections</li><li>• provide written feedback to the BoD after the election</li><li>• perform other duties as assigned</li></ul>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Must be a currently enrolled student at CSUSB in good academic and conduct standing.</li><li>• Have and maintain a 2.0 GPA (Quarter &amp; Cumulative)</li><li>• Be responsible for the collection, reporting and safekeeping of highly confidential information. (Training Included)</li><li>• Must have an understanding of basic statistic and data collection</li><li>• Ability to supervise and lead a group of student leaders</li><li>• Ability to work independently and with others</li><li>• Behave and communicate in a professional manner</li><li>• Ability to present complex reports with data to a corporate board</li><li>• Ability to work in a fast paced environment with short timeliness and limited direction</li><li>• Ability to make and present fair and equitable decisions based on policy and procedures.</li><li>• Be reliable punctual and personable</li><li>• Adhere to all "Job Duties" descriptions as stated in this application.</li></ul>

**APPLICATIONS MAY BE TURNED IN VIA THE ASI WEBSITE OR THROUGH HANDSHAKE**  
FOR MORE INFORMATION ON THE POSITION E-MAIL: [abarcnas@csusb.edu](mailto:abarcnas@csusb.edu)