**Associated Students (AS)**

**Student Government Coordinator**

**The Position:** Reporting to and under the general direction of the AS Executive Director, the Student Government Coordinator (Coordinator) works with students and staff in a variety of functional areas including, student government, clubs and organizations and campus wide programming. The Coordinator is an employee of the Associated Students of Sonoma State University (AS), the university student government and a student run auxiliary corporation. The AS is a $2.4 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including service learning activities, campus programming, leadership development and student support services. The Coordinator provides advising and support to the AS Senate, AS Senators, Representatives, Directors and Officers, Lobby Corps, AS standing committees along with other functions of the AS Student Government; supports and provides services to student clubs and organizations; provides support to the development, coordination and implementation of the campus wide events program. In all capacities the Coordinator works collaboratively with the other staff to coordinate and implement a comprehensive, purposeful set of educational programs.

The Coordinator also has responsibilities related to the Associated Students and Sonoma State’s Student Life Team including advising student leaders, working with the leadership program, facilitating presentations and assisting chartered student organizations all in an effort to foster a well-developed comprehensive co-curricular program based on the developmental and educational needs of the students.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Promote the mission of the University and the Associated Students of Sonoma State University
- Foster an atmosphere for student learning development and autonomy
- Serve as the primary advisor to the AS Senators in areas of student government and leadership, constituent contact, legislation and resolution writing, campus committees, corporate concerns and issues facing the organization.
- Meet regularly with AS officers, senators, student government staff and marketing staff
- In conjunction with the AS Executive Director advise the AS Senate.
- Plan, prepare and present training(s), retreats and in-services for members of the AS Senate in areas of leadership, organizational knowledge, performance of duties and other areas vital to educational outcomes.
- Serve as the primary advisor to several standing boards & committees of the AS Senate, the AS Lobby Corps, AS Legislative Affairs and AS University Affairs and Outreach.
- Plan, prepare and present, in conjunction with student staff, the organization’s emerging leaders program - the Future Officers Program.
- Plan, present and advise the elections of the Associated Students including recruiting candidates and conducting the election process.
- Interpret, communicate and review California State law, California State University policy and procedures, Sonoma State University policy and procedure and Associated Students, Inc. bylaws and policy as it relates to the AS Senate, AS Senators and Officers, AS boards & committees and programs.
- Make recommendations for hire, train and direct administrative student employees.
- Plan, prepare and present training(s) and in-services for the leadership and members of chartered student organizations on utilizing AS services and programs to augment and assist their clubs.
- Supervise and coordinate the efforts of the AS Student Government student staff and employees
- Work directly with SSU student clubs and organizations offering assistance and guidance in organizational and program development and other club related issues as they arise.
- In conjunction with the AS Programming Coordinator and the AS Community Service Coordinator, ensure proper professional staffing and support is provided to student programming coordinators at all AS sponsored events.
- Serve on campus wide committees and advisory boards.
- Conduct assessment and planning activities that will enhance programs and services as well as measure educational efficacy and outcome attainment.
- Collaborate with campus student life partners to develop and encourage and active and learning centered campus co-curriculum.
- Provide support to AS Administrative functions such as financial audits, administrative audits, strategic initiatives and planning and budget planning and development.

Please refer to #AS014 in all correspondence regarding this position.
Secondary Duties:
- Serve as an AS staff member liaison to the university’s Division of Student Affairs and the Student Life program, duties may include but are not limited to assisting in the development and production of co-curriculum programs, such as leadership development, chartered student organizations, new student orientation, divisional committees, first year programs and wellness and personal development.
- Serve as a member of the AS Professional Staff group.
- Coordinate or help facilitate University special events and/or projects.
- Perform other related secondary duties as assigned by the AS Executive Director.

Minimum Qualifications: This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbent must possess the equivalent of three years of progressively responsible experience in professional Student Services work and equivalent to graduation from a four-year college or university in one of the social or behavioral sciences, public or business administration, or a job related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities required for the position may be substituted for the required education on a year-for-year basis. A Master’s degree in higher education administration or student affairs is preferred and may be substituted for one year of professional experience. The incumbent must possess intermediate computer proficiency with MS office, database programs, internet and email and the ability to quickly and willingly learn new computer programs.

In addition, the incumbent must possess:
- Ability to secure a full working knowledge of practices and procedures of a university auxiliary and a public university.
- Ability to work collaboratively and maintain effective working relationships with a wide range of students, faculty, staff and the general public.
- Knowledge of principles of and a demonstrated ability to advise student leaders both independently and in groups.
- Knowledge of and experience with student governance and shared governance process of a college or university.
- Knowledge and experience working with students, student leaders, student governments, campus programming groups and student clubs and organizations.
- Knowledge and experience in marketing and outreach strategies for a college population.
- Knowledge and experience in the training and preparation of student leaders, student employees and campus clubs and organizations.
- Ability to assist students in planning and organizing complex and detailed campus wide activities and events.
- Knowledge and experience in the booking, production and promotion of large public student events.
- Ability to articulate value of a strong, multi-faceted, learning centered co-curriculum to a mid-sized public four year university.
- Ability to assist students to utilize financial and accounting guidelines and procedures in the production of campus wide activities and events.
- Ability to oversee a budget of over $100,000.
- Ability to recognize multicultural, multi-sexed, multi-ability and multi-aged value systems and work accordingly.
- Demonstrated excellence in oral and written communication.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other programs and/or service areas.
- Ability to work independently and as a collaborative team member.
- Ability to set and follow boundaries in working closely with student groups.
- Ability to interpret and apply program rules and regulations.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to use initiative and resourcefulness in planning work and implementing long-range planning improvements.
- Ability to be flexible in working with multiple ideas and approaches.
- Ability to reason logically, evaluate data, make verbal and written presentations.
- Demonstrated conflict resolution and mediation skills.
- Ability to assess and evaluate students in their development.
- Knowledge and understanding of student development theory and student personnel administration.
- Strong ability to organize, prioritize and multitask in a timely manner.
- Ability to adapt to change in the work environment.
- Ability to work in a rapidly changing environment where constructive feedback from others is encouraged.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to obtain factual and interpretive information through interviews.

Work Environment: The AS of Sonoma State University is a student run, student led auxiliary of the university. Our mission is to serve and represent the students of the university. Duties take place mostly in an active office setting in the Student Activities Center on the 2nd floor of the Student Center. Open work environment, broad public contact, noise at times including ringing phones, students coming and going, student activity and background music, extensive keyboarding and juggling of phones, walk-in students, faculty and staff. The normal work schedule is Monday through Friday aligned with regular campus hours. As an exempt employee you have some flexibility in your schedule however must be available.
during the regular campus hours Monday through Friday to meet the operational needs of AS. Your specific start time is determined by the Executive Director. Evening and weekend hours may be required and will be specified only to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Executive Director.

**Salary and Benefits:** The salary for this position will be negotiable and commensurate with experience. Starting salary placement will be commensurate with qualifications and experience. This is a full time position. Benefits include health, dental and vision care, and retirement system membership. This position does not constitute state employment.

**Application Process:** A completed SSU Employment Application form is required for each desired position by the filing deadline. Filing deadlines may be extended to meet the needs of the recruitment. A resume and cover letter are required in addition to the employment application. In your cover letter, besides telling us about your experiences, please share your approach/philosophy in advising an autonomous student government engaged in both creating an active student life and in the campus' shared governance.

Please be aware that any resume submitted without a completed application will not be considered. For more information on the application process and to download an application, please visit [http://www.sonoma.edu/hr/forms/es/associated-students/app_as_staff.doc](http://www.sonoma.edu/hr/forms/es/associated-students/app_as_staff.doc). Materials submitted with your application will not be returned. The ADA Coordinator is available to assist individuals with disabilities in need of accommodation in the hiring process. To reflect the diversity of our population, we encourage individuals of varied backgrounds to apply.

To be considered for an initial screening at The Placement Exchange (TPE) in Philadelphia, please submit your application by February 27, 2018.

If you are not attending TPE and would like to be considered for a phone screening please submit your application no later than March 23, 2018.

**Equal Employment Opportunity**
Associated Students is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

**Sonoma State University Campus Notices** (auxiliary position on University campus)
Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery](http://www.sonoma.edu/ps/about/jeanneclery); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety).