Dearest Student Body,

Associated Students serves as the official voice of student interests and promotes an enriched co-curricular university experience. A portion of each student’s tuition fees goes to the Associated Students, making enrolled students automatic members. The organization funds and administers these dollars to 14 student-initiated and led programs and services that are unique to San Francisco State. Programs are focused on providing services that enrich and improve student life, including, but not limited to, the book loan program provided by Project Connect, the AS Food Pantry, Gator Groceries, workshops, live shows, movie nights, festivals, craft fairs and more!

Students have the opportunity to vote, be elected, or be appointed into the Associated Students Board of Directors. As a member of the Board of Directors, you will have the opportunity to serve your student body as a member of student government and a leader on a campus of over 30,000 scholars. In doing so, members experience many formative life events, including utilizing their ideas and influence to provide and advocate for the students of San Francisco State.

The Associated Students Board of Directors is searching to fill four vacant positions for the upcoming term. We are currently accepting applications for the following:

- Junior Class Representative
- College of Education Representative
- College of Liberal and Creative Arts Representative
- Graduate College Representative

To qualify for the Junior Class Representative position, you must be of Junior class standing. College Representatives (College of Education, College of Liberal and Creative Arts, College of Science and Engineering) must be currently enrolled in that college. Below you will find the position duties, responsibilities, and expectations. **Please note: You must have Wednesdays, 12pm - 4pm, available for Board trainings and Board meetings.**

If you are interested in applying for any of these positions, please email a cover letter and resume to president@asi.sfsu.edu with the subject line “Applicant for [POSITION]”. Please include your name and SFSU ID number in the body of the email. Applications are now open and will close once the position is filled.

**Disclosure:** The Dean of Students Office will confidentially review applicant’s transcripts to ensure the student is eligible to serve. Following this determination, the transcript will be shredded. Applications will remain on file for one academic year. Undergraduate candidates must maintain six (6) semester units per term while holding office. Graduate and credential candidates must maintain three (3) semester units per term while holding office. All applicants must have a minimum GPA of 2.5. First semester freshmen must achieve a minimum of 2.5 GPA for the fall semester.
1. **Junior Class Representative.**

1.1. The Junior Class Representative is responsible to act as a liaison for SFSU Junior Class Students and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

1.1.1. Attends all AS BoD meetings
1.1.2. Represents Junior Class student concerns and needs to the AS BOD
1.1.3. Have a minimum of two (2) hours of office hours in the CCSC and one (1) hour of outreach with students be it in classes or on campus.
1.1.4. Attends all designated committee meetings
1.1.5. Conducts research to be informed when voting on important AS matters
1.1.6. Relays information from AS to Junior Class Student Organizations, including deadlines and funding procedures
1.1.7. Relays information from the Junior Class Student Organizations to AS
1.1.8. Serve on a minimum of two (2) AS committees and one (1) university committee

2. **College of Education Representative.**

2.1. The College of Education Representative is responsible to act as a liaison for the College of Education and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

2.1.1. Attend all AS Board meetings
2.1.2. Represents College of Education student concerns and needs to the AS BOD
2.1.3. Meet with respective dean on a regular basis
2.1.4. Relay information from AS back to the college and its students
2.1.5. Have a minimum of two (2) hours of office hours in the CCSC and one (1) hour of outreach with students be it in classes or on campus.
2.1.6. Serve on a minimum of two (2) AS committees and one (1) university committee

2.1.6.1. University Affairs Committee
2.1.7. Attends all designated committee meetings
2.1.8. Conducts research to be informed when voting on important AS matters
2.1.9. Each semester host a forum with your college to learn about the needs of your constituents.

2.1.10. Meet with students, recognized Student Orgs, and other groups from the College of Education.

2.1.11. Survey students on matters relating to Associated Students.

2.1.12. Represent the voice of all students in all AS meetings.

3. **College of Liberal and Creative Arts Representative.**

3.1. The Liberal and Creative Arts Representative is responsible to act as a liaison for the College of Liberal and Creative Arts and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

3.1.1. Attend all AS BoD meetings

3.1.2. Represents Liberal and Creative Arts student concerns and needs to the AS BOD

3.1.3. Meet with your respective dean on a regular basis

3.1.4. Relay information from AS back to the college and its students

3.1.5. Have a minimum of two (2) hours of office hours in the CCSC and one (1) hour of outreach with students be it in classes or on campus

3.1.6. Serve on a minimum of two (2) AS committees and one (1) university committee

3.1.6.1. University Affairs Committee

3.1.7. Attends all designated committee meetings

3.1.8. Conducts research to be informed when voting on important AS matters

3.1.9. Each semester host a forum with your college to learn about the needs of your constituents.

3.1.10. Meet with students, recognized Student Orgs, and other groups from the College of Liberal and Creative Arts.

3.1.11. Survey students on matters relating to Associated Students.

3.1.12. Represent the voice of all students in all AS meetings.

4. **Graduate Student Representative.**

4.1. The Graduate Student Representative is responsible to act as a liaison for SFSU Graduate Class Students and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable
accommodation or other reasons.

**4.1.1.** Attend all AS Board meetings

**4.1.2.** Represents Graduate College student concerns and needs to the AS BOD

**4.1.3.** Meets with Dean of Graduate Studies or designated appointee to collaborate on Graduate Student related topics.

**4.1.4.** Attends the Graduate Class Student Advisory Council meetings

**4.1.5.** Relay information from AS back to the college and its students

**4.1.6.** Have a minimum of two (2) hours of office hours in the CCSC and one (1) hour of outreach with students be it in classes or on campus.

**4.1.7.** Serve on a minimum of two (2) AS committees and one (1) university committee

4.1.7.1. University Affairs Committee

**4.1.8.** Attends all designated committee meetings

**4.1.9.** Conducts research to be informed when voting on important AS matters

**4.1.10.** Each semester host a forum with your college to learn about the needs of your constituents.

**4.1.11.** Meet with students, recognized Student Orgs, and other groups from the Graduate College.

**4.1.12.** Survey students on matters relating to Associated Students.

**4.1.13.** Represent the voice of all students in all AS meetings.