



University Student Center Chair

Mission Statement

The University Student Center of California State University, Stanislaus is the hub of campus life. As a not-for-profit organization, our mission is to provide quality facilities, services and programs to complement and enhance the academic experience. The Student Center is designed to create a sense of belonging, a welcoming environment, and a safe space for students, faculty, staff, alumni and the community.

Job Summary

The Chair shall be responsible for carrying out the mission, vision, values and goals of the University Student Center and is responsible for ensuring that the SC Board of Directors are aware of and fulfilling their governance responsibilities, comply with applicable Student Center Constitution and bylaws, conduct Board business effectively and efficiently, and will be held accountable for their performance. This position reports directly to the SC Board of Directors.

Duties

- Ensure all bylaws, policies, and procedures of the SC are being followed.
- Ensure that bylaws and policies are up to date based on organizational need.
- Delegate specific duties to the SC Executives, Executive Director, Board of Director members, staff members, and committees as appropriate.
- Oversight of the Vice Chair, Vice Chair of Finance, and Executive Assistant.
- Ensure that written notice of meeting is posted for the Board at least 72 hours prior to meeting time.
- Preside over meetings of the SC Board of Directors according to accepted Roberts Rules of Order for the purposes of encouraging all members to participate and arrive at decisions in an orderly, timely and democratic manner.
- Act as the primary liaison between the Board and the Executive Director by:
 - Meeting regularly with the Executive Director
 - Ensuring that an annual performance review of the Executive Director is conducted
- Ensure that the organization maintains positive and productive relationships with media, donors, and other organizations.
- Act as a designee by the Board of Directors and/or bylaws as one of the signing officers for certain documents.
- Sit on university wide committees or delegate the task to other Student Directors.
- Chair the Operations Committee which oversees the facilities, marketing, renovations, and planning of the SC.
- Report to the Board on the Operations Committee's decisions and recommendations.
- Conduct all performance reviews as outlined in the Student Assistant Personnel Policies and Procedures Manual.
- Co-chair the joint ASI and SC Human Resources Committee in conjunction with the ASI President.
- Attend all board and student assistant trainings, workshops, and retreats.
- Actively assist in the planning and execution of board sponsored events and activities
- Maintain constant, clear communication with the Board on all matters concerning the SC

Specialized duties of the Chair

- Any job duties deemed by the Board of Directors that do not fall under the Bylaws or job descriptions shall be the responsibility of the Chair to complete.

Skills and Qualifications

05/04/2020

- Proficient in basic math, spelling, and English grammar
- Knowledgeable with programs such as MS Word, Excel, and Outlook
- Self-motivated with a willingness to learn
- Possess good organizational and problem-solving skills
- Has a positive attitude with good customer service skills
- Excellent written and oral communication skills
- Willingness to work with a versatile, flexible, and ever-changing environment with enthusiasm
- Ability to handle multiple tasks at once to meet deadlines
- Must be currently enrolled, matriculating CSU Stanislaus student.
- Undergraduate candidates must have earned no fewer than 10 semester units of academic credit at CSU Stanislaus with a minimum GPA of 2.5. Candidates must maintain a minimum of 7 academic credits during term and maintain a 2.5 or greater GPA.
- Post-baccalaureate candidates must have earned no fewer than 3 semester units of academic credit at CSU Stanislaus with a minimum GPA of 2.5. Candidates must maintain a minimum of 3 academic credits during term and maintain a 3.0 or greater GPA.
- Graduate candidates for office must have earned no fewer than 3 semester units of academic credit at CSU Stanislaus with a minimum GPA of 2.5. Candidates must maintain a minimum of 3 academic credits during term and maintain a 3.0 or greater GPA.

* Work an average of 15 -20 hours per week.

* Must be available on Thursdays from 3:00 p.m. to 5:30 p.m. for meetings and board-sponsored events and activities.

* The SC Chair position is a one-year term position.

Salary: \$15.50 per hour **Classification VI**