



## University Student Center Vice-Chair

### Mission Statement

The University Student Union 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 Student Center Vice Chair shall work in assistance with the Student Center Chair, as well as the Vice Chair of Finance. They will enforce the ASI & SC Points System upon the Board of Directors and ensure that board is aware of all appropriate policies. The Vice Chair shall also serve as Co-Chair for the ASI & SC Policy Committee and Judicial Committee.

### Duties

- When delegated, the Vice Chair shall assume the responsibilities of the Chair.
- Assume the duties of the Chair if said person resigns, is removed, or vacates the position.
- Co-chair the joint ASI & SC Policy Committee in conjunction with the ASI Vice President.
- Co-chair the joint ASI & SC Judicial Committee in conjunction with the ASI Vice President.
- Gather Board of Directors schedules to set internal/university wide committees.
- Make reports to the Board of Directors on the status of their points.
- Prepare an end-of-the-year report to the Board of Directors on bylaws, policy, and procedure changes.
- Create or edit any policies that are needed or must be updated.
- Ensure updated bylaws and policies are given to board members on a semi-annual basis.
- Work in conjunction with the SC Executive Assistant to ensure the record of all the agendas and minutes of both internal committee and board meetings are maintained.
- Plan all retreats in conjunction with the ASI Vice President.
- Prepare and submit all necessary programming paperwork before designated deadlines.
- Conduct all performance reviews as outlined in the Student Assistant Personnel Policies and Procedures Manual.
- Carry out all other duties as assigned by the Board of Directors, Chair or Executive Director.
- Attend all board and student assistant trainings, workshops, and retreats.
- Serve as the designated student representative for Stockton Campus related committees and projects and provide regular updates to fellow SC Executives, staff, and the Board of Directors.

### Skills and Qualifications

- 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.
- Preferred to be enrolled in financial classes or have financial background.
- 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 and 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 Vice-Chair position is a one-year term position.

**Salary:** \$17.50 per hour **Classification V**