OCE Elections Coordinator

Office of Civic Engagement
15 hrs/wk
3 quarters

$15.35/hr

Term begins approx. two weeks prior to Fall quarter and ends the Friday of Finals Week the following Spring quarter. Employees may continue in position for additional years, depending on performance evaluation.

ABOUT THE OFFICE

The AS Office of Civic Engagement (OCE) exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels and to promote effective citizenship and civic engagement through services, programs, and collaboration.

ABOUT THE POSITION

The AS OCE Elections Coordinator organizes all AS elections in accordance with the AS Election Code and is responsible for encouraging student participation in campus elections through voting and recruitment of candidates.

OFFICE RESPONSIBILITIES

- Maintain 10 regular posted office hours per week
- Provide voter education and registration info
- Plan short- and long-term goals with office staff
- Continually receiving feedback from participants of events and services
- Assist with the coordination of activities and tabling for all events
- Promote teamwork and collaboration throughout the OCE

POSITION RESPONSIBILITIES

- Oversee all AS Elections for the Executive Board, Senate, and any other necessary special elections
- Maintaining knowledge of the AS Elections Code and revising the AS Elections Code when necessary in consultation with the AS OCE Director, AS Elections Advisory Committee and other AS campus leadership groups like the Executive Board and Senate
- Develop and maintain a legacy document as required by the AS Personnel Policy
REQUIRED QUALIFICATIONS

• Maintain a minimum credit load during full term of position:
  o Undergrad: 6 credits
  o Grad: 4 credits
• Maintain a minimum of 2.0 GPA.
• Ability to complete entire term of position.
• At the time of hiring, be eligible for employment in the U.S.

PREFERRED QUALIFICATIONS

• Knowledge of/interest in elections and civic engagement
• Effective organizational and time management skills
• Ability to work independently and responsibly
• Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
• Ability to work within deadlines and problem solve
• Ability to identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position
• Ability to communicate in an effective manner that is welcoming to wide variety of people

This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised March 2021 by Personnel Director.