



The ASSOCIATED STUDENTS *is hiring* ELECTIONS COMMISSIONERS



There will be two positions open for Elections Co-Commissioners in the Spring 2012.

All students are encouraged to apply!

Student must be enrolled in 6 credit hours or 12 positive attendance hours for the Spring semester. Credit students must have a 2.0 or better GPA.

What does an Election Commissioner do?

- The Associated Students (AS) represent the CCSF Ocean Campus students, and are elected in a campus wide election each year.
- The Election Commissioner's job is to encourage students to run for AS council positions and vote in the AS elections.
- The Election Commissioner oversees the process and ensures that rules are followed and all votes are counted. The Election Commissioner works collaboratively with an elections committee appointed by the Associated Students and the Associate Dean of Student Activities.
- The Elections Commissioner should have excellent communication skills and be able to outreach to the diverse student population at CCSF.

Responsibilities:

- Maintain impartiality toward all recognized candidates and proposed legislation.
- Determine the dates of election packet release, campaign periods, and voting.
- Publicize widely all the information pertaining to elections.
- Make election packets accessible to students.
- Coordinate and oversee the elections in cooperation with the Elections Committee and the Dean of Student Activities
- Follow up with due procedure on any complaints brought forward during campaigning.
- Post election results within twenty-four hours following the closure of the polls, or, in the result of a crisis, post an explanation for withholding the results, and a future date for posting the results as stated in the Ocean Campus bylaws.

What are the Election Commissioner's hours?

The Elections Commissioner works 15 regular hours per week from the date of hire through the completion of the election process in May 2012. Hours are flexible and can be adjusted to fit your student schedule. Hours must include a minimum of 5 office hours to field questions from candidates.

Application Process and Deadline:

Job descriptions and applications can be found at the CCSF website, www.ccsf.edu/NEW/en/student-services/student-activities/as.html, in Associated Students office SU 209 or the Student Activities Office SU 205. Deadline for submitting completed applications is February 10, 2012 no later than 12pm (noon), in person to Student Union (SU) Room 205. **Resume required.** No late applications or email applications will be accepted. For more information, contact Associate Dean of Student Activities Samuel Santos at ssantos@ccsf.edu.

Equal Opportunity Employment:

The Associated Students Council Ocean Campus of City College of San Francisco is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS related Conditions (ARC).

Application for Spring 2012 Election Commissioner

DEADLINE: February 10, 2012 at 12pm to SU205

Last Name	First Name	Availability: Fill in times you ARE available to work					
			Mon	Tues	Wed	Thurs	Fri
Student ID #	GPA	8:00					
Street Address, City, State, Zip Code		9:00					
Phone number	Best times to call	10:00					
Email Address		11:00					
		12:00					
		1:00					
		2:00					
		3:00					
		4:00					
		5:00					
		6:00					

Please briefly answer the following questions. If you feel you need more space, attach an extra page.

1. Why are you interested in working as the Election Commissioner for the Spring 2012 ASC Elections?

2. What types of activities and organizations have you been involved with at CCSF and/or in the community?

3. What particular skills and talents will you bring to your position as Election Commissioner?

4. Do you feel that you can be fair to all participants and candidates involved in the election?

Return this application and a copy of your resume to Student Union Room 205 ONLY.
We will not accept any applications after the deadline: February 10, 2012 at 12pm
 Please contact Associate Dean of Student Activities, Samuel Santos, at ssantos@ccsf.edu
 if you have any questions.

It is the policy of the City College of San Francisco and the Associated Students to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.