Job Description – DIRECTOR OF RECRUITMENT

The Director of Recruitment shall:

A. Recruit/direct A.S. representatives for/of the Elections Committee
   a. Identify and contact potential A.S. representatives, especially students who complete an A.S. interest sheet
   b. Provide structure for regular Committee meetings and activities throughout the year
   c. Lead the Committee in planning, promoting, coordinating, and staffing elections events
   d. Oversee committee responsibility to advertisement of all A.S. positions in coordination with the A.S. Communication Board

B. Oversee election process and communication of election results to the student body

C. Work with the Elections Committee, the A.S. Communication Board, and the other A.S. Leadership Team members to advertise elections and encourage students to run for office and to vote

D. Recommend members of Elections Committee to the A.S. President for approval

E. In a U.S. election year (Midterm or Presidential), assist with voter registration and in coordination with the University

F. Attend weekly Communications Board meetings

G. Attend both Fall and Spring semester retreats

H. Foster and promote camaraderie and inclusivity in programming and services

I. Train and transition the newly appointed Director of Recruitment in the Spring Semester

J. Know and understand A.S. Elections Bylaws
   a. Maintain acute awareness of the power entrusted to this position and the Committee through the bylaws, ensuring fairness and impartiality at all times
   b. Oversee voting for constitutional changes
   c. Create, maintain, and monitor Elections budget
   d. Foster and promote camaraderie and inclusivity in programming and/or services
   e. Attend both Spring and Winter A.S. retreats
   f. Train and transition newly-appointed Director of Elections in the spring semester