



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

JOB DESCRIPTION - THE DIRECTOR OF RECRUITMENT

- Section 8 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.





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JOB DESCRIPTION - THE DIRECTOR OF RECRUITMENT

- 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.



*Bylaws of the Associated Students of the University of San Diego
Approved in Session of the Associated Students Senate, 3 May 2018*