

Associated Students, Inc.
ASI Program Coordinator Recruitment Report

Position Background

The ASI Program Coordinator position has been vacant for a number of years, which serves a critical need to support ASI students in their programming efforts. The job description was reviewed and updated this summer, vetted by Human Resources Management, and then presented to the ASI Personnel Committee on July 27 for approval.

The 2021-2022 approved budget includes funding for two full-time staff, in addition to the three management positions filled by Barnaby, Dena, and Gus. The Finance Committee was informed on August 6 of the intent to use the salaries for the Program and Administrative Coordinator positions.

Recruitment Process

The following is the recruitment process we have followed for the ASI Program Coordinator.

The position was posted on the following platforms on August 12th with an **Open until filled** stipulation:

- Higher Education <https://www.higheredjobs.com/>
- Indeed <https://www.indeed.com/rc/clk?jk=5f3fba9a6b506fc1&fccid=938c68fc89db4b9d&vjs=3>

Applications and Interviews

A total of 8 applications were received for the position with a wide range of experiences and expertise. From the review of the applications, 3 candidates met the minimum qualifications and were invited to interview on campus.

Each candidate was scheduled for a 30 minute open forum (open to all ASI student leaders and the Division of Student Affairs) and a 1.5 hour Zoom interview with the interview committee. The interview committee consisted of:

Diana Chavez — ASI President
Angelina Gomez – ASI VP Administration
Amanda Maldonado — ASI Administrative Coordinator
Gus Salazar – Director of Graphics and Marketing
Dena Florez – Associated Executive Director
Barnaby Peake – ASI Executive Director
Karlos Santos-Coy — Associate Dean of Students

The Zoom interviews were scheduled over three different days between September 28 and October 7. The candidates were then invited to come to campus for a tour and to meet with the ASI staff in-person. The campus visits were scheduled the week of October 11.

The Interview Committee met to review the candidates on October 12 and discussed the strengths and weaknesses of each of the candidates.

Confirmation of Selected Candidate and Offer

The ASI Executive Director, will present the select candidate for hire to the Personnel Committee on October 19 and, with the Committees' support, the confirmation will be approved by the Board of Directors on October 21.

Upon confirmation, ASI will make an offer of employment no later than Monday, October 25.