



## ASI Program Coordinator Recruitment Report

September 8, 2022

### 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 last summer, vetted by Human Resources Management, and was approved by the ASI Personnel Committee on July 27, 2021. The position has remained vacant since last summer.

The 2022-23 approved budget includes funding for the full-time salary and benefits for the Program Coordinator.

### Recruitment Process and Timeline

The position was initially posted on the following platforms on August 12, 2021 with an *Open until filled* stipulation:

- <https://www.higheredjobs.com/>
- Indeed.com
- ASI website (which has remained active for the past year and is still posted)  
<https://asicalstatela.org/about-us/employment-opportunities>

An initial review of 8 applicants occurred in fall 2021 and led to interviews of the top 3 candidates with a committee consisting of ASI students, ASI staff, and University staff. Unfortunately, the search failed with no candidate being recommended for endorsement by the ASI Board of Directors.

The search resumed in Spring 2022, with the reposting of the job on the sites listed above in January 2022. ASI collected applications through the spring semester; however, due to multiple student leaders resigning, ASI's focus shifted to filling those vacancies and maintaining operations. The campus' transition back to in-person instruction also took priority and caused the Program Coordinator search to be postponed. During this time, the Personnel Committee voted to give the ASI Executive Director the authority to form a search committee (March 1, 2022) and submit a recommendation to hire directly to the Board.

The job posting was advertised one more time in May 2022 to see if there were any additional applicants interested. At the same time, an email was sent to all those who had already applied to confirm their continued interest in the Program Coordinator position.

A new search committee was formed during the summer to allow newly elected student leaders to be involved in the hiring process and included:

ASI President, Jaime Arellano  
ASI VPAG, Mike Garcia  
ASI Graduate Senator, John Eleby  
Associate Dean of Students, Karlos Santos Koy

Asian Pacific Islander Resource Center Coordinator, Anh Le  
ASI Executive Director, Barnaby Peake (hiring manager)

**Summer 2022 Review of Applicants**

A total of 11 completed applications were received and included in this round of the recruitment for the Program Coordinator. An initial review of the applications was completed and only 1 applicant met the minimum requirements listed in the job description. An in-person Interview was conducted in August with the full-time ASI staff. The search committee met on August 26 after reviewing the applicant's resume and cover letter and decided to forego their own interview because there was only one qualified candidate. The search committee offered their support and recommendation for hire to the ASI Executive Director.

**Endorsement of Selected Candidate and Offer**

The ASI Executive Director, will present the select candidate for hire to the ASI Board of Directors on September 8, 2022 during closed session for their endorsement to hire. With approval from the Board, ASI will extend an offer to the candidate with an anticipated start date of October 1.