About the Associated Students of UCSD (ASUCSD)
The Associated Students of the University of California, San Diego are the elected and appointed representatives of the UC San Diego student body. The ASUCSD works to promote student engagement through its services and leadership opportunities. The ASUCSD seeks to foster a cohesive community through active interaction and communication with students, the administration, and the greater San Diego Community.

About the Office of Academic Affairs
The Associated Students Office of Academic Affairs Office aims to improve the academic quality and experience of all students at UC San Diego. Through advocacy, academic programs and services, the Office of Academic Affairs seeks to strengthen the student voice in creation and implementation of University policy and enhance the educational experience. The Office of Academic Affairs strives to increase student awareness of relevant and important academic issues and advocate on the student body’s behalf. The Office of Academic Affairs continues to coordinate student representation to faculty and administration on issues of academic policy, academic life, and the academic environment in order to develop shared governance and improve undergraduate education.

Goals and Projects for 2007-2008
- Create a graduate/undergraduate mentorship program
- Increase student representation on Academic Senate committees
- Improve enrollment and waitlist procedures
- Advocate for new academic minors that students want (e.g. business minor)
- Create a program for student initiated courses
- Create or improve academic tutoring or counseling
- Promote a better environment for students to focus on academics (e.g. longer library hours, final weeks changes, or addition of a dead week)
- Increase programming and events between students and faculty
- Increase publicity about grant opportunities
- Form relationships with Associated Students Academic Senators
- Advocate for academic student interests (e.g. More classes, more majors, etc)
- Research and develop projects to improve academic programs
US Grants Director
1. Shall be responsible to the Associate Vice-President Academic Affairs for development and operation of the U.S. Grants Program
2. Shall request and secure funds for the U.S. Grants program from CACIIP
3. Shall facilitate the rewarding of grants upon review and acceptance of undergraduate applications
4. Shall audit the spending process and publish a report of the sponsored projects
5. Shall oversee the finances relating to the U.S. Grants program
6. Shall perform any duties as directed by the Associate Vice-President Academic Affairs

Academic Senate Committee Positions
Committee appointees are expected to attend all committee meetings and Academic Affairs Advisory Board meetings.

Committee on Admissions
Considers and reports on matters involving undergraduate admissions.
1. Shall be the non-voting undergraduate representative on the Academic Senate Committee on Admissions.
2. Shall consider and report on matters involving undergraduate admissions at San Diego on behalf of the Undergraduate Representatives.

Committee on Affirmative Action and Diversity
Confers with the administration and the Academic Senate on general policies bearing on affirmative action and diversity for students, academic personnel and academic programs.
Shall represent the Undergraduate Students while performing the following duties:
1. Confers with the administration on general policies bearing on affirmative action and diversity for academic personnel and academic programs.
2. Undertakes studies of general practices and policies of affirmative action and diversity and makes recommendations to appropriate Senate and administrative bodies.
3. Reviews information on affirmative action and diversity provided by campus and system wide administrations and advises the Division and the administration accordingly. [This information consists of data and analyses for women and ethnic minorities concerning utilization, salaries, advancement, and separation.]
4. Investigates measures to expand the role of the Division in making University education available to disadvantaged young people in the community.
5. Assists and advises the campus community, including the administration and academic units, in conducting student diversity and affirmative action programs.
6. Reports annually to the Division and the University Committee on Affirmative Action and Diversity on policies, practices, and the committee's actions and recommendations.

International Education
Represents Undergraduate Students in all matters concerned with the Education Abroad Program and in all aspects of international education and exchange.
Shall represent the Undergraduate Students while performing the following duties:
1. It shall represent the Division in all matters concerned with the Education Abroad Program.
2. It shall represent the Division in all aspects of international education and exchange
Preparatory Education

Monitors academic aspects of preparatory and remedial education; and supervises the implementation of the Subject A regulation (System wide writing requirement).

Shall represent the Undergraduate Students while performing the following duties:
1. It shall monitor academic aspects of preparatory and remedial education.
2. It shall conduct periodic reviews and evaluations of preparatory and remedial education.
3. It shall initiate proposals for establishment, evaluation and termination of preparatory and remedial education.
4. It shall supervise the implementation of the Regulations of the Division and the Senate concerning Subject A.
5. It shall report on preparatory and remedial education to the Division and other Senate agencies

Undergraduate Scholarships and Honors

The duty of this person will be to serve as the Undergraduate Representative to the Committee on Undergraduate Scholarships and Honors. With the committee, he/she will recommend to the President, through the Chancellor at San Diego, the awarding of undergraduate scholarships, including competitive awards, according to the terms of the various foundations, subject to such conditions as the Division and the University Committee on Educational Policy may prescribe. The committee shall also establish minimum standards for undergraduate honors, shall remind the colleges and schools at appropriate times during the academic year of the program of awards of undergraduate honors, and shall ascertain that each college and school fulfills its obligations under that program.

Campus Wide Academic Committee Positions

TA Development Committee

This committee makes policy recommendations, and oversees TA evaluations & training activities. Transfer Student Development Transportation Policy - shall provide advice on:
1. The development of alternative transportation programs;
2. Fees and rates;
3. The location, timing, and scope of future facilities; and
4. The disposition of transportation and parking system revenues.

Program Review

This committee shall evaluate requests for registration fee funding of services & programs and to recommend an annual overall budget for the allocation of registration fee funds.

Enrollment Planning (EPC)

This committee shall review enrollment projections and provide recommendations concerning both short- and long-term UCSD enrollment objectives.
Applications should include a one page resume. Completed applications can be dropped off at the front desk of the A.S. offices located on the third floor of the Price Center by October 10th, 2007. Additionally, completed applications can be e-mailed to asacademics@ucsd.edu by October 10th, 2007. Please use “your name-Academic Affairs Application” as the subject line for e-mail submissions.

**Basic Information**

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**Job Preference**

The Office of Academic Affairs consists of both committee positions and office staff positions. Please rank your top choices for committee and staff positions on the space below. Applicants may apply to both committee and staff positions. See attached descriptions for more details on positions.

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**Essay Questions**

Please respond concisely to the following questions (200 words or less)

1. Why are you interested in the Office of Academic Affairs?
2. Develop one idea for a new program or project that you would like to see Office of Academic Affairs spearhead. Why do you feel this is important and how would you go about creating it?

3. Please discuss any relevant experience that in your opinion will contribute to the Office of Academic Affairs.