



JOB DESCRIPTION INSTRUCTIONS

Name of Position: Student Government Association Executive

Department: Campus Life/Student Life

Campus Location: Campus Life Office (Lower level of Roy L. Smith Student Center)

Supervisor: Anjaih Clemons, Director of Campus Life

Length of Contract: Academic Year

Hours: 5 per week;

Pay Rate: Minimum Wage; Management Grant

Job Responsibilities:

SGA aims to maintain open communication between students, faculty, staff and administration. SGA is the governing student body and voices student concerns, houses all student organizations, facilitates improvements of the college, and much more. Responsibilities include

- Provide the means by whereby the members of the student body may express themselves effectively through programs in areas which directly affect their intellectual, educational, social, financial, physical, and spiritual
- Serve as primary group for leadership development for student organizations
- Attend weekly Executive and senator meetings
- Maintain *at least* 5 office hours per week in the Campus Life Office
- Attend one-on-one weekly meetings with Director of Campus Life

Qualifications:

- Servant attitude towards SC with a positive work ethic
- A desire to work with students, faculty and staff
- Positive communication skills
- A good academic standing (at least 2.5 cumulative GPA)
- Good disciplinary standing
- Sensitivity to diversity

Evaluation: Student will be evaluated based on performance and completion of projects at the end of each semester

Individuals who wish to become a Student Government Executive must be elected during the spring term of each academic year.