

approved

STUDENT LABOR POSITION DESCRIPTION

Student Government Association

Most Recently Updated 03/05/99

Position Title: Secretary
Must work 0 -5 hrs/wk.

I Grade Level: 3

II. Description:

A. The following are the essential duties for the Secretary of the Student Government Association:

1. Conducts correspondence
2. Takes minutes at meetings
3. Maintains files and records
4. Procures and organizes office supplies
5. Serves as office manager
6. Attends meetings
7. Performs other job-related duties as assigned

B the following are *possible additional* duties for this position:

1. In cooperation with the communications officer, publishes and distributes Senate agendas
2. Public speaking opportunities
3. Serves on committees as directed by the President or Vice President
4. See that the workplace and environs are clean

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** Verbal and written communication skills
- C.** Knowledge of parliamentary procedures
- D.** Record keeping

IV. Basic Qualifications

- A.** General: Must be elected by student body; N/A-See SGA Constitution Senate Statutes
- B.** Skill: Communication and public speaking
- C.** Physical: NA
- D.** Academic: Good standing

IV. Desirable Qualifications:

- A.** Team oriented
- B.** Organizational skills
- C.** Working knowledge of SGA structure

VI. Narrative Summary:

Student attended meetings and took minutes at those meetings. Student procured office supplies in the role of office manager. Student maintained files and records and, in coordination with the communications officer published and distributed Senate agendas. Student also had several public speaking opportunities.