

STUDENT LABOR POSITION DESCRIPTION**Student Government Association**

Most Recently Updated 03/05/99

Position Title: Vice President
Must work 5 hrs/wk.

I. Grade Level: 4**II. Description:**

A. The following are the essential duties for the Vice President of the Student Government Association (SGA):

1. Serves as advisor to the President and acts for the President in his/her absence
2. Serves as Chair of the Election Board and oversees related duties
3. Assumes responsibility for special projects assigned to him/her
4. Acts as advocate for students
5. Chairs Senate meetings
6. Performs other job-related duties as assigned

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

1. Coordinates committee activities
2. Attends Board of Trustees meetings as student liaison
3. Serves on committees as directed by the President

III. Learning Opportunities:

A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

- B. Interaction with diverse groups
- C. Interaction with governance structure, Board of Trustees, Faculty, and Committees
- D. Decision making skills
- E. Public speaking opportunities
- F. Verbal and written communication skills

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; Preferably should be at least a sophomore to run for office

V. Desirable Qualifications:

- A. Working knowledge of the campus
- B. Team oriented; flexibility
- C. Adaptability; ability to work with diverse groups

VI. Narrative Summary:

Student served as an advisor to the President and served as the President during his/her absence. Student served as Chair of the Election Board and also was responsible for special projects assigned. Student chaired Senate meetings, attended Board of Trustees meetings, coordinated committee activities and generally served as a student advocate.