Job Description

Position Title: Student Government Executive Assistant  
Title of Supervisor: Assistant Director for Campus Engagement  
Schedule: 15-20 hours/week

General Scope of Position
This position has broad responsibilities that include clerical duties and general assistance for the ASUSF Senate and the Graduate Student Senate (GSS). Specifically, the Student Government Executive Assistant will work on projects and tasks related to ASUSF Senate and GSS operations, meetings, events, programs, advocacy, services, communications, marketing/outreach, and other duties as assigned.

Specific Duties and Responsibilities
- Perform clerical duties including answering phones, data entry, copying, faxing, receiving/distributing mail and other materials, running errands, keeping office area clean, maintaining calendars, making appointments, greeting visitors, and responding to general inquiries
- Assist with the development and distribution of marketing materials, brochures, and applications
- Assist with outreach to students, clubs and organizations, faculty, staff, and other interested parties
- Provide administrative support to ASUSF Senate and GSS Executive Officers
- Coordinate logistics for meetings, workshops, trainings, and events on behalf of Executive Officers including scheduling, marketing, room reservation, catering, nametags, and materials
- Communicate with Senators and Executive Officers regarding important dates and deadlines
- Take accurate and reliable notes at meetings and develop minutes, summaries, and reports
- Assist with financial functions including deposits, invoices, purchase requisitions, work orders, reimbursements, and office supply orders
- Maintain financial accounts including tracking expenditures and income, budget reconciliation, and reporting
- Maintain program and personnel files, contact lists, and other records
- Participate in meetings, trainings, and other scheduled activities
- Assist with other projects and tasks as assigned

Qualifications
- Excellent interpersonal, verbal, and written communication skills
- Computer skills including MS Word, Excel, and Access
- Ability to multi-task, prioritize, and meet deadlines
- Positive attitude, friendly and professional
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE/ASUSF programs and responsibilities associated with the position
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE/ASUSF and the University
- Minimum cumulative GPA 2.0 and good disciplinary standing at USF
- Work Study preferred

Time Commitment and Compensation
Position will begin on August 1, 2016 and continue through May 12, 2017. Mandatory training/orientation/preparation period will be from August 1-19, 2016 (112.5 hours). During the academic year, work must be regularly scheduled during business hours of 9 am to 5 pm, Monday through Friday. In addition, work must be scheduled every Monday when GSS meetings are held starting at 5:00 pm and ending no later than 8:30 pm, as well as, every Tuesday when ASUSF Senate meetings are held starting at 5:00 pm and ending no later than 8:30 pm. The Student Government Executive Assistant will work 15-20 hours per week. Specific schedule will be set at time of hire. The Student Government Executive Assistant is required to return to work in the Spring semester for training/preparation from January 9-20, 2017 (67.5 hours).