



## Job Description

**Position Title:** Student Government Assistant

**Title of Supervisor:** Assistant Director for Campus Engagement

**Payrate:** Starting at \$14.00 per hour

**Schedule:** 15-20 hours/week

### General Scope of Position

This position has broad responsibilities that include general assistance for the ASUSF Senate and the Graduate Student Senate (GSS). Specifically, the Student Government Assistant will work on projects and tasks related to ASUSF Senate and GSS operations, meetings, finances, events/programs, advocacy efforts, 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 Graduate Student Senate
- 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 the planning, coordination, and implementation of ASUSF Senate-and GSS sponsored events
- Assist with financial functions including deposits, invoices, purchase requisitions, reimbursements, and 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 July 31, 2017 and continue through May 11, 2018. The Student Government Assistant is required to work during mandatory training/orientation/preparation period on May 12, 2017 (7.5 hours) and from July 31, 2017 - August 18, 2017 (112.5 hours). During the academic year, work must be regularly scheduled during business hours of 9 am to 5 pm, Monday through Friday for 15-20 hours per week. Specific schedule will be set at time of hire. The Student Government Assistant is required to return to work in the Spring semester for training/preparation from January 8-19, 2018. In addition, work must be scheduled to accommodate the following meetings:

- Graduate Student Senate meetings (Mondays 6-8 p.m.), ASUSF Senate meetings (Tuesdays 6-8 p.m.), and ASUSF executive board meetings (Wednesdays 1-3 p.m.); **OR** the following meetings:
- GSS Finance Committee meetings (Mondays 5-6:30 p.m.) and ASUSF Finance Committee meetings (Mondays and Fridays 1-2:30 p.m.).