Job Description

Position Title: Student Government Assistant  
Title of Supervisor: Assistant Director for Student Government  
Payrate: Starting at $15.00 per hour  
Schedule: 15-20 hours/week

General Scope of Position
This position has broad responsibilities that include general assistance for Student Leadership and Engagement (SLE), the Associated Students of the University of San Francisco (ASUSF), and the Associated Graduate Students of the University of San Francisco (AGSUSF). Specifically, the Student Government Assistant will work on projects and tasks related to ASUSF Senate and Graduate Student Senate (GSS) operations, meetings, finances, events/programs, advocacy efforts, services, communications, and marketing/outreach.

Specific Duties and Responsibilities

• Provide administrative support to ASUSF Senate and Graduate Student Senate  
  o Coordinate logistics for meetings, workshops, trainings, and events on behalf of Executive Officers including scheduling, marketing, room reservation, catering, nametags, and materials  
  o Communicate with Senators and Executive Officers regarding important dates and deadlines  
  o Take accurate and reliable notes at meetings and develop minutes, summaries, and reports  
  o Assist with the planning, coordination, and implementation of sponsored events  
  o Maintain program and personnel files, contact lists, and other records

• Assist with the development and implementation of marketing efforts to promote student government and civic engagement  
  o Assist with the development and distribution of marketing materials, brochures, and applications  
  o Assist with outreach to students, clubs and organizations, faculty, staff, and other interested parties

• Assist with the management of ASUSF Senate and GSS financial accounts  
  o Perform financial functions including deposits, invoices, reimbursements, and orders  
  o Maintain records including tracking expenditures and income, budget reconciliation, and compiling reports  
  o Prepare funding award letters and budgets

• 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

• 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 and MS Excel required; familiarity with Google applications, internet research, social media, OrgSync, and other online tools preferred
• 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
Training will take place on weekdays Wednesday-Tuesday, January 9-15, 2019 (9 am to 5 pm) and on Friday, January 18, 2019 (10 am to 5 pm). The Student Government Assistant must be able to accommodate the following meetings in their regular weekly work schedule of approximately 15 hours per week:
- ASUSF Senate meetings (Tuesdays 5:30–8 p.m.), ASUSF Internal Affairs Committee (Tuesdays 4:30-5:30 p.m.), ASUSF executive board meetings (Wednesdays 12–2 p.m.), and ASUSF Finance Committee meetings (Mondays and Fridays 1–2:30 p.m.).

Application
Information and online application can be found at myusf.usfca.edu/student-life/sle/join-the-team. Applicants will be asked to answer several questions and submit contact information for two references and a resume. Priority deadline for consideration of applications is 5 pm on Wednesday, December 5, 2018. Top candidates will be contacted for an interview, and final selections will be made by Friday, December 14, 2018.