

## Job Description

**Position Title:** ASUSF President

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 20 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. The ASUSF President shall serve as the Chief Executive Officer and official spokesperson for ASUSF. It is the role of the President to ensure student representation and student voice in University decision making. This position oversees all works of the Senate and its members as well as the development of the executive board.

### Specific Duties and Responsibilities

- Serve as the official spokesperson for ASUSF
  - Serve as the Undergraduate Representative to the USF Board of Trustees
  - Deliver the general message on the state of ASUSF and the Senate to the USF Board of Trustees
  - Attend meetings with campus administration including the University President, Provost, etc.
- Petition student voice and maintain communication with the student body
  - Coordinate Presidents' Round Table meetings among all organization presidents
  - Deliver the general message on the state of ASUSF and the Senate to the students at ASUSF Town Halls
- Coordinate support and development of Senate executive officers
  - Prepare the agenda, coordinate speakers, and chair Senate executive board meetings
  - Facilitate ongoing check-ins and appraisals with the executive officers
  - Plan training for the executive board in conjunction with the Senate advisor(s)
- Ensure student representation on University committees
  - Recruit students to serve on University committees in conjunction with the Division of Student Life
  - Establish means to receive reports from student representatives
  - Review applications and make recommendations to Senate for appointments
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of all Senate bodies

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must have attended the University at least two (2) of the preceding three (3) semesters
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

All officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 9, 2021 - August 13, 2021 (37.5 hours) plus the New Student Orientation Kick-Off TBD. During the academic year, work must be regularly scheduled, Monday through Friday, for 20 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (2 hours), advisor meetings (1 hour), and office hours (15 hours). Occasional evening and weekend hours will be required including summer preparation (20 hours), Student Leadership Conference (5 hours), training/preparation January 18-19, 2022 (15 hours), Budget Hearings (20 hours), Board of Trustees meetings September TBD, 2021, December 2021, March TBD, 2022 (18 hours), Budget Workshop and Meetings, and Elections Polling (8 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.), executive board meetings (Wednesdays 12-2 p.m.), Finance Committee meetings (Wednesdays 3-5 p.m.).



## Job Description

**Position Title:** ASUSF Vice President of Internal Affairs

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 15 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. The ASUSF Vice President of Internal Affairs shall assist the President in management of the Senate, and serve as the liaison between Senators and the Executive Board. The Vice President shall serve as Senate archivist, manage all Senate internal affairs and training/development.

### Specific Duties and Responsibilities

- Serve as the liaison between Senators and the Executive Board
  - Shall assume the office of the President should that position become vacant
  - Interpret and review the Senate Constitution, By-laws, and other governing documents
- Plan, coordinate logistics, and chair weekly Senate meetings
  - Prepare weekly agendas and send out weekly minutes for Senate meetings
  - Prepare resolutions/action items for Senate meetings
  - Invite administration and community members to Senate meetings to speak
- Facilitate transitions and coordinate filling of vacant Senate seats
  - Seek nominations for elections and appointments; oversee applications, interviews, and appointments
  - Facilitate new member orientation and training sessions
  - Coordinate transitions between outgoing and incoming officers
- Coordinate educational, developmental, and community building opportunities and trainings for the Senate
  - Facilitate ongoing check-ins and appraisals with the Senators
  - Plan training for the Senate retreats in conjunction with the President and Senate advisor(s)
- Chair the Internal Affairs Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate, and shall vote only in the case of a tie

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF
- Must have attended the University at least two (2) of the preceding three (3) semesters
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

Officers are expected to work during mandatory training/orientation/preparation period on May 25th, 2021 (2 hours) and from August 9, 2021- August 13, 2021 (37.5 hours) plus the New Student Orientation Kick-Off TBD. During the academic year, work must be regularly scheduled, Monday through Friday, for 15 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (2 hours), advisor meetings (1 hour), and office hours (10 hours). Occasional evening and weekend hours will be required including summer preparation (15 hours), Student Leadership Conference (5 hours), training/preparation January 18-19, 2022 (15 hours), New Member Orientation and Training meetings (20 hours), Budget Workshop and Meetings, and Elections Polling (8 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.), executive board meetings (Wednesdays 12-2 p.m.), Internal Affairs Committee meetings (Tuesdays 4:30-5:30 p.m.).



## Job Description

**Position Title:** ASUSF Vice President of Finance

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 15 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. The ASUSF Vice President of Finance manages Senate's budgets. The Vice President manages the allocation of the Student Activity Fee, develops a recommended annual budget for review by the Senate, and allocates funds for student organizations (non-ASUSF Chartered Student Organization).

### Specific Duties and Responsibilities

- Serve as the Business Manager of Senate and is responsible for meeting all budget requirements
  - Ensure adherence to the awarded budget and work with Senate members on utilizing allocated funds
  - Develop the budget proposal for ASUSF Senate, ASUSF Elections, and GIFT in the spring semester
- Manage the allocation of the Student Activity Fee
  - Assure adherence to the fiscal policies and procedures of student organizations and the University
  - Develop a recommended annual budget for review by the Senate
- Coordinate an annual budget process for ASUSF Chartered Organizations
  - Facilitate ongoing check-ins and budget reports with each Chartered Organization
  - Reviews budget change requests for Chartered Organization
  - Oversee budget stipulations, conduct workshops, facilitate budget hearings and deliberations
- Oversee funding to registered undergraduate student organizations
  - Allocate student organization event, internal development, and travel funds for student organizations (non-ASUSF Chartered Organizations)
  - Review applications, maintain communication and provide support to organizations, send award letters
  - Plan training for the Finance Committee in conjunction with the President and Senate advisor(s)
- Chair the Finance Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF
- Must have attended the University at least two (2) of the preceding three (3) semesters
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

All officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 9, 2021- August 13, Chartered Student Organization welcome (1 hours) plus the New Student Orientation Kick-Off on August 15, 2021 TBD. During the academic year, work must be regularly scheduled, Monday through Friday, for 15 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (2 hours), advisor meetings (1 hour), and office hours (10 hours). Occasional evening and weekend hours will be required including summer preparation (15 hours), Student Leadership Conference (5 hours), training/preparation January 18-19, 2022 (15 hours), Budget Hearings (20 hours), Budget Workshop and Meetings, and Elections Polling (8 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.), executive board meetings (Wednesdays 1-3 p.m.), Finance Committee meetings (Wednesdays 3-5 p.m.).



## Job Description

**Position Title:** ASUSF Vice President of Marketing and Communications

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 15 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. The ASUSF Vice President of Marketing and Communications shall be responsible for creating a promotional campaign that markets Senate to the campus community. The Vice President is responsible for the planning and implementation of Senate signature events including ASUSF Summits and Senate elections.

### Specific Duties and Responsibilities

- Oversee all external communication and create a promotional campaign that markets Senate
  - Advertise Senate meetings, committee meetings, initiatives, events, etc.
  - Serve as the liaison between the media organizations and other student governments and Universities
  - Maintain continual contact and ensure Senate presence at student organization meetings and events
- Ensure accuracy, consistency, and presence on Senate's marketing platforms and promotional materials
  - Oversee content management and edits for Senate's website, newsletter, and brochure
  - Keep all social media outlets up to date and ensure Senate presence in the Phoenix newsletter
- Market Senate elections and opportunities for involvement with Senate
  - Market nominations for elections and appointments as well as committee membership opportunities
  - Collaborate with Student Leadership and Engagement to ensure Senate participate in election events
  - Advertise all Senate and committee positions that become vacant throughout the year
- Plan and coordinate Senate's signature events including ASUSF Summit
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Chair the Marketing and Communication Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF
- Must have attended the University at least two (2) of the preceding three (3) semesters
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

All officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 9, 2021 - August 13, 2021 (37.5 hours) plus the New Student Orientation Kick-Off TBD. During the academic year, work must be regularly scheduled, Monday through Friday, for 15 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (2 hours), advisor meetings (1 hour), and office hours (10 hours). Occasional evening and weekend hours will be required including summer preparation (15 hours), Student Leadership Conference (5 hours), training/preparation January 18-19, 2022 (15 hours), Budget Workshop and Meetings, and Elections Polling (8 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.), executive board meetings (Wednesdays 12-2 p.m.), Marketing and Communication Committee meetings (Thursdays 4:30-5:30 p.m.).

## Job Description

**Position Title:** ASUSF Vice President of Advocacy  
**Title of Supervisor:** Assistant Director for Student Government  
**Schedule:** 15 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. The ASUSF Vice President of Advocacy shall be responsible for instilling the social justice mission of the University within ASUSF. The Vice President shall create collaborative initiatives to promote and foster the spirit of justice, equality, diversity, inclusion, and sustainability on campus.

### Specific Duties and Responsibilities

- Instill the social justice mission of the University within ASUSF through educational initiatives
  - Educate the University community about prevalent mission initiatives and issues
  - Ensure that ASUSF leads the campus in advocating for students
  - Coordinate Senate's Community Action and service projects
- Oversee the process for ASUSF resolutions from proposal to implementation
  - Review resolutions, provide feedback, and guide Senate members through implementation of resolutions
  - Plan training for the Senate on the resolution process and resolution writing in conjunction with the President and Senate advisor(s)
- Instill environmental sustainability within the University community through allocation of the GIFT
  - Ensure that ASUSF leads the campus in environmental efforts, including those efforts involving issues such as: waste management, food services, water usage, energy use and efficiency, climate action, etc.
  - Ensure adherence to the awarded budget and responsible for meeting all budget requirements
  - Develop the GIFT budget proposal in the spring semester of each year
- Create collaborative initiatives to promote and foster the spirit of justice, equality, diversity, and inclusion
  - Coordinate advocacy related events including Mission Forums, Movies that Matter, etc.
  - Develop relationships with entities on campus in order to foster collaboration
- Chair the Advocacy Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF
- Must have attended the University at least two (2) of the preceding three (3) semesters
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

All officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 9, 2021 - August 13, 2021 (37.5 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 15 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (2 hours), advisor meetings (1 hour), and office hours (10 hours). Occasional evening and weekend hours will be required including summer preparation (15 hours), Student Leadership Conference (5 hours), training/preparation January 18-19, 2021 (15 hours), Budget Workshop and Meetings, and Elections Polling (8 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.), executive board meetings (Wednesdays 12-2 p.m.), Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).



## Job Description

**Position Title:** ASUSF College of Arts and Sciences Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 8 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Dean and Assistant Deans, Center for Academic and Student Achievement, and Learning and Writing Center
  - Attend at least three (3) College of Arts and Sciences events per semester
  - Meet at least once per semester with the student organizations that represent or serve constituency
- Serve as a voting member of the Finance Committee
- Meet weekly with Senate executive pair: Vice President of Finance
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (3 hours), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), Budget Hearings (20 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Finance Committee meetings (Wednesdays 3-5 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF School of Management Representative  
**Title of Supervisor:** Assistant Director for Student Government  
**Schedule:** 8 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Dean and Assistant Deans, Center for Academic and Student Achievement, and Learning and Writing Center
  - Attend at least three (3) School of Management events per semester
  - Meet at least once per semester with the student organizations that represent or serve constituency
- Serve as a voting member of the Finance Committee
- Meet weekly with Senate executive pair: Vice President of Finance
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (3 hours), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), Budget Hearings (20 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Finance Committee meetings (Wednesdays 3-5 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF School of Nursing and Health Professions Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 8 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Dean and Assistant Deans, Center for Academic and Student Achievement, and Learning and Writing Center
  - Attend at least three (3) School of Nursing and Health Professions events per semester
  - Meet at least once per semester with the student organizations that represent or serve constituency
- Serve as a voting member of the Finance Committee
- Meet weekly with Senate executive pair: Vice President of Finance
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (3 hours), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), Budget Hearings (20 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Finance Committee meetings (Wednesdays 3-5 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)



## Job Description

**Position Title:** ASUSF Senior Class Representative  
**Title of Supervisor:** Assistant Director for Student Government  
**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Office of Alumni Engagement
  - Attend at least three (3) on-campus events per semester
  - Support the planning of and attend the Senior Celebration events each semester
  - Meet at least once per semester with the student organizations that represent or serve constituency
- Serve as a voting member of the Marketing and Communication Committee
- Meet weekly with Senate executive pair: Vice President of Public Relations
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Marketing and Communication Committee meetings (Thursdays 4:30-5:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF Junior Class Representative  
**Title of Supervisor:** Assistant Director for Student Government  
**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Career Services Center, Health Promotion Services, and Study Abroad Office
  - Attend at least three (3) on-campus events per semester
  - Meet at least once per semester with the student organizations that represent or serve constituency
- Serve as a voting member of the Internal Affairs Committee
- Meet weekly with Senate executive pair: Vice President of Internal Affairs
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Internal Affairs Committee meetings (Tuesdays 4:30-5:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF Sophomore Class Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Career Services Center, Health Promotion Services, Study Abroad Office, and Student Housing and Residential Education
  - Attend at least three (3) on-campus events per semester
  - Meet at least once per semester with the student organizations that represent or serve constituency
- Serve as a voting member of the Internal Affairs Committee
- Meet weekly with Senate executive pair: Vice President of Internal Affairs
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Internal Affairs Committee meetings (Tuesdays 4:30-5:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)



## Job Description

**Position Title:** ASUSF Freshman Class Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - o Serve as a liaison between Senate and respective constituents
  - o Meet with respective administrators and campus partners
  - o Conduct research to be informed when voting on important Senate matters
  - o Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - o Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - o Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - o Submit and present a resolution on behalf of constituency
  - o Prepare and propose a budget to utilize the Senate Initiative Fund
  - o Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - o Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - o Meet at least once per semester with the Career Services Center, Health Promotion Services, and Student Housing and Residential Education
  - o Attend at least three (3) on-campus events per semester
  - o Serve as Senate liaison to the Residence Hall Association and councils
  - o Meet at least once per semester with the Residence Hall Association and other student organizations that represent or serve constituency
- Serve as a voting member of the Marketing and Communication Committee
- Meet weekly with Senate executive pair: Vice President of Public Relations
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Marketing and Communication Committee meetings (Thursdays 4:30-5:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF Student of Color Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Office of Diversity Engagement and Community Outreach and the Intercultural Center
  - Attend at least three (3) on-campus events per semester
  - Serve as Senate liaison to the Culturally Focused Clubs Council
  - Meet at least once per semester with the Culturally Focused Clubs Council and other student organizations that represent or serve constituency
- Serve as a voting member of the Advocacy Committee
- Meet weekly with Senate executive pair: Vice President of Advocacy
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF International Student Representative  
**Title of Supervisor:** Assistant Director for Student Government  
**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with International Student and Scholar Services and the Intercultural Center
  - Attend at least three (3) on-campus events per semester
  - Serve as Senate liaison to the International Student Association
  - Meet at least once per semester with the International Student Association and other student organizations that represent or serve constituency
- Serve as a voting member of the Advocacy Committee
- Meet weekly with Senate executive pair: Vice President of Advocacy
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** ASUSF Gender and Sexual Minoritized Student Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Gender and Sexuality Center
  - Attend at least three (3) on-campus events per semester
  - Serve as Senate liaison to the Queer Alliance
  - Meet at least once per semester with the Queer Alliance and other student organizations that represent or serve constituency
- Serve as a voting member of the Advocacy Committee
- Meet weekly with Senate executive pair: Vice President of Advocacy
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).

**Compensation:** Individuals who complete a full year as a senator will receive a \$250 honorarium

## Job Description

**Position Title:** ASUSF Transfer Student Representative

**Title of Supervisor:** Assistant Director for Student Government

**Schedule:** 6 hours/week

### General Scope of Position

The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the ASUSF Senate. Senators represent the voice of their respective constituents. The Senator shall be responsible primarily to their respective constituent community to ensure student representation and student voice in initiatives and decision making.

### Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
  - Serve as a liaison between Senate and respective constituents
  - Meet with respective administrators and campus partners
  - Conduct research to be informed when voting on important Senate matters
  - Relay ASUSF resources to undergraduate students
- Serve constituency through creating legislation and initiatives that address the interests of the ASUSF
  - Plan and coordinate a Senate initiative at least once per semester for respective constituents
  - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
  - Submit and present a resolution on behalf of constituency
  - Prepare and propose a budget to utilize the Senate Initiative Fund
  - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
  - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Maintain communication and collaboration with departments and student organizations related to constituency
  - Meet at least once per semester with the Office of Admissions and Center for Academic and Student Achievement
  - Attend at least three (3) on-campus events per semester
  - Serve as Senate liaison to the Transfer Nation
  - Meet at least once per semester with the Transfer Nation and other student organizations that represent or serve constituency
- Serve as a voting member of the Marketing and Communication Committee
- Meet weekly with Senate executive pair: Vice President of Public Relations
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

### Qualifications

- Must be matriculated, currently enrolled undergraduate student at the University of San Francisco
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Must not hold any one position on Senate for more than two academic years
- Must not concurrently hold a position in any of the following areas: ASUSF Chartered Student Organization executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student staff

### Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 19-20, 2021 (15 hours) plus the New Student Orientation Kick-Off TBD, 2021 (4 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 6 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), committee meetings (1 hour), and pair meetings and office hours (3 hours). Occasional evening and weekend hours will be required including Student Leadership Conference (5 hours), training/preparation January 20, 2022 (7.5 hours), and Elections Polling (4 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesdays 5-7 p.m.) and Marketing and Communication Committee meetings (Thursdays 4:30-5:30 p.m.).





UNIVERSITY OF  
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Student Leadership  
and Engagement

**Student Leadership and Engagement**

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**Compensation:** Individuals who complete a full year as a senator will receive a \$500 honorarium (\$250 for Fall Semester and \$250 for Spring Semester)

## Job Description

**Position Title:** Student Government Assistant

**Title of Supervisor:** Assistant Director for Student Government

**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, 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, 2021 and continue through May 11, Chartered Student Organization. The Student Government Assistant is required to work during mandatory training/orientation/preparation period on May 25, 2021 (2 hours) and from August 9, 2021 - August 20, 2021. 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 18-21. In addition, work must be scheduled to accommodate the following meetings:

- Graduate Student Senate meetings (Thursdays 6-8 p.m.), ASUSF Senate meetings (Wednesdays 5-7p.m.), and ASUSF executive board meetings (Wednesdays 12-2 p.m.); **OR** the following meetings:
- GSS Finance Committee meetings (Thursdays 6-7:30 p.m.) and ASUSF Finance Committee meetings (Wednesdays 3-5 p.m.).