



ASUSF Senate Job Description

Position Title: ASUSF College of Arts & Sciences Representative

Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- 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 school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Finance Committee
- Meet weekly with Senate executive pair: Vice President of Finance
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Finance Committee meetings (Mondays and Fridays 1-2:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF School of Management Representative
Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- 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 school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Finance Committee
- Meet weekly with Senate executive pair: Vice President of Finance
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Finance Committee meetings (Mondays and Fridays 1-2:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF School of Nursing and Health Professions Representative

Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- 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 school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Finance Committee
- Meet weekly with Senate executive pair: Vice President of Finance
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Finance Committee meetings (Mondays and Fridays 1-2:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Senior Class Representative

Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Advocacy
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Junior Class Representative

Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Marketing & Communications
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Marketing Committee meetings (Thursdays 4:30-5:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Sophomore Class Representative
Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Marketing & Communications
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Marketing Committee meetings (Thursdays 4:30-5:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Freshman Class Representative

Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Internal Affairs
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Internal Affairs Committee meetings (Tuesdays 4:30-5:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Student of Color Representative
Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Advocacy
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF International Student Representative

Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Internal Affairs
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Internal Affairs Committee meetings (Tuesdays 4:30-5:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Gender & Sexual Diversity Representative
Supervisor: Nick Heng, Assistant Director for Student Government
Schedule: 6 hours/week

General Scope of Position

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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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Advocacy
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Advocacy Committee meetings (Thursdays 5:30-6:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Transfer Student Representative
Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Internal Affairs
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Internal Affairs Committee meetings (Tuesdays 4:30-5:30 p.m.).



ASUSF Senate Job Description

Position Title: ASUSF Student with Disabilities Representative
Supervisor: Nick Heng, 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 academic year for respective constituents
- Submit and present a resolution on behalf of constituency
- Prepare and propose a budget to utilize the Senate Initiative Fund.
- Maintain communication and collaboration with departments and student organizations related to constituency
- Attend school events such as club meetings, performances, speaker series on a weekly basis
- Serve as a voting member of the Marketing Committee
- Meet weekly with Senate executive pair: Vice President of Marketing & Communications
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled undergraduate students 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 Funded Account executive board, GO Team, Resident Advisor (RA) or Community Assistant (CA), Student Leadership and Engagement (SLE) student

Time Commitment and Compensation

ASUSF Senate officers are expected to work during mandatory training/orientation/preparation period on May 10, 2019 (7.5 hours) and from August 15-16, 2019 (15 hours) plus the New Student Orientation Kick-Off on August 17, 2019 (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 outreach hours (3 hours). Attendance at the following meetings are required for the academic year: ASUSF Senate meetings (Wednesday 5-7 p.m.) and Marketing Committee meetings (Thursdays 4:30-5:30 p.m.).