



POSITION DESCRIPTION – SECRETARY

JOB RESPONSIBILITIES

- Maintain records containing all General Assembly and Executive Board meeting agendas, minutes, proposals, documents, Constitution/By Laws updates, Budget Reports and any other pertinent paperwork.
- Approved General Assembly minutes should be sent via email (from the Senate email account) to the Director of Student Life, uploaded to the Senate drive and printed and stored in the Senate folder.
- Maintain minutes/reports from Associations and Organizations.
- Check Senate mail, voice mail and email box on a regular basis and reply, file or forward as needed.
- Maintain Senate calendar and contacts.
- Keep Student Senate files current and maintain records.
- Assist other Senate Officers when needed.
- Assist in the planning and implementation of events.
- Encourage student involvement in Student Senate, clubs and organizations.
- Serve on a Campus Technology Committee.
- Serve on a student association or organization of your choice as a Student Senate liaison.
- Assist Senate with Lunch on the Lawn, Involvement Fairs, Get Out the Vote, Civic Engagement/Volunteer events, Open Houses and Graduation.
- Attend all General Assembly meetings and weekly Executive Committee meetings.
- Other duties as assigned.

QUALIFICATIONS

- Must be enrolled in 6 credits for Fall and Spring semesters.
- Maintain a minimum cumulative & semester GPA of 2.5 on 4.0 scale.
- The Treasurer position requires basic accounting skills and ability to manage multiple budgets. A working knowledge of Excel is required.
- Ability to fulfill the requirements set forth in the Student Senate Constitution and Bylaws.
- Excellent English communication skills (written and verbal).
- Must have strong computer skills including a working knowledge of Microsoft Word, Microsoft Outlook (including Calendar and Contact features), Microsoft Powerpoint and Microsoft Excel.

- Cannot serve as an officer on any other student association, including the Student Life Committee, due to conflict of interest policies.
- This position may work up to 14 hours per week during the Fall and Spring semesters.
- Compliance with all rules, regulations, policies and procedures of Saint Paul College and the Office of Student Life. This includes those set forth in the Student Conduct Code and Student Handbook.
- Development of positive relationships, addition of value to the Student Senate and the maintenance of a positive attitude in all dealings with the student body, senate members, senate advisor, faculty, staff and all college departments and personnel.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be shared with other students, faculty or staff without consent of the senate advisor or designee.
- Use the provided Saint Paul College student email account as the primary email for all Student Senate and Saint Paul College related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Due to the nature of the Student Senate position it is expected that Student Senate responsibilities will take priority over all other co-curricular and employment opportunities. All outside employment and co-curricular activities must be approved by the Student Senate Advisors.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.

REQUIRED MEETINGS & AVAILABILITY

- Executive Board Meetings: All Senate Officers must be available for a weekly 1.5 hour meeting. This meeting will be set by the Executive Board once class schedules are set.
- General Assembly: All Senate Officers must be available and attend all scheduled GA meetings. If you cannot make this meeting time you are NOT ELIGIBLE to apply for a senate position. It is expected that if you run for Senate that you will not choose a class time that conflicts with the dates/times.
- All General Assemblies times are on Wednesdays from 12pm-1pm in the Theatre.

REMUNERATION

- In consideration for the services provided by the Student Senate Officer, the College agrees to the following remuneration.
- A pay rate of \$10.00 per hour.
- A maximum of 14 hours per week.
- Contract will begin August 1, 2017 and conclude May 31, 2018.

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