

ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

Position: ASG President

Pay: \$17 per hour – 18 hours weekly

Basic Functions: With support from the ASG Advisor, the ASG President is responsible for overseeing and providing leadership to the ASG officer team. Following the ASG Constitution and By-Laws, the ASG President represents the student body working collaboratively with college faculty, staff, administration and the Board of Trustees to ensure the needs of the students are met.

Specific Duties and Responsibilities

- a. Serve as the primary officer and official spokesperson for the ASG
- b. Serve as the official ASG liaison and representative at the Board of Trustees meetings and special events
- c. Attend Board of Trustees monthly meetings and provide oral reports quarterly
- d. Create and distribute agendas for upcoming meetings with the assistance of ASG Advisor
- e. Print and bring copies of the agendas to each meeting
- f. Chair the General Assembly, Executive and President's meetings
- g. Hold officers accountable for the duties
- h. Schedule and attend monthly 1-on-1's with the College President, with the help of the Executive Assistant to the President
- i. Present on Campus Life and Activities at New Student Orientation
- j. Assist Executives with setting personal and team goals
- k. Serve on the ASG Interview Panel
 - a. Call applicants to schedule interviews
 - b. Contact interviewees with decisions
 - c. Assist with new hire training
- l. Call special meetings as needed

Requirements of every ASG Officer:

- Show up to work on time and work all of your scheduled shifts
- Check your ASG email at the start of each workday
- Chair the General Assembly, Executive and President's meetings
- Attend biweekly 1-on-1's with the ASG Advisor
- Initiate and complete one major project per year
- Actively serve on councils and committees as assigned and report on them at Executive meetings
- Turn in unofficial transcripts and schedules during the first week of each new quarter
- Actively recruit your replacement
- Perform classroom visits with VP's as needed/requested
- Attend and assist with New Student Orientation
- Chair committees as requested/needed
- Participate in all ASG events
- Attend summer training and CUSP Student Leadership Conference
- Review meeting minutes prior to upcoming meetings
- Help other ASG executives as needed
- Archive your work in the form of a legacy folder