

ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

Position: ASG Vice President (3 Positions: Downtown, Central, and South)

Pay: \$17 per hour – 13 hours weekly

Basic Functions: ASG Vice Presidents are responsible for identifying specific needs of the students on their campus and developing specific approaches to meeting those in need. In addition, they are responsible for communicating pertinent information, engaging, making connections and creating opportunities for involvement for students.

Specific Duties and Responsibilities

- a. Serve as ASG President in their absence
- b. Serve as ASG Liaison for your campus:
 - a. Bring student and campus concerns to ASG
 - b. Bring ASG business back to your students and campus
- c. Recruit and keep a record of program delegates for your campus, and communicate with them regularly about ASG General Assembly meetings
- d. Schedule and attend all required classroom visits, relaying important info to students on campus
- e. Serve on the interview committee for potential ASG Officers
- f. Work with the Event Coordinator in planning events for your campus to increase student involvement
- g. Manage display boards on your campus
- h. Act as a new student mentor to help guide them through the enrollment/registration process, and to help navigate student resources

Requirements of every ASG Officer:

- Check your ASG email daily
- Attend the General Assembly, Executive and President's meetings
- Attend monthly 1-on-1's with the ASG Advisor
- Initiate and complete one major project per year, as needed
- Secure a secondary responsible person (with access to all your information) for all activities/ events you have responsibility on, in case you are unavailable
- 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
- Attend and assist with New Student Orientation
- Attend tenure or other committees as assigned
- Chair committees as requested/needed
- Participate in ASG BBQ and all other 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
- Actively recruit a potential successor for your position