

## ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

### **Position: ASG President**

**Pay:** \$14 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:**

- Check your ASG email daily
- 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
- Complete a minimum of 14 hours in the ASG office per week, and attend all scheduled hours
- Turn in unofficial transcripts and schedules during the first week of each new quarter
- Recruit 3 new ASG applicants per year
- Perform classroom visits with VP's as needed/requested
- Attend and assist with New Student Orientation
- 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