

## **Organizational Development Vice President**

*ASSCU EXECUTIVE BRANCH*

Spring 2006

### **I. General Information**

**Job Title: Organizational Development Vice President**

**Department:**

Associated Students of Santa Clara University

Benson Center, Room One: Phone: (408) 554-4410; Fax: (408) 554-5544

**Supervisor: Student Body President**

### **II. Primary Purpose of the Position**

To be responsible for the day-to-day operations and long term development of Associated Students and coordinate all marketing and services for the student body.

### **III. Essential Responsibility**

To supervise the student assistants, maintain ASSCU services, coordinate all internal ASSCU operations, planning, and development.

### **IV. Specific Responsibilities**

1. Safeguard and promote a positive image of ASSCU through efficient and effective management.
2. Serve as a resource person for all ASSCU retreats, transitions, training programs, team building, and quarterly dinners with the president.
3. Manage quarterly and annual goals for all areas within ASSCU.
4. Serve as facilitator for student assistants. Duties include hiring, training, and meeting with assistants.
5. Maintain direct contact with lead student assistant.
6. Collaborate with the Student Body Vice President to maintain and create all ASSCU services, including DogEars.
7. Attend weekly Executive Board meetings. Estimated time 1.5 hours per week.
8. Attend planning meetings with the ASSCU president and the ASSCU advisor. Estimated time 3 hours per month.
9. Maintain 5 hours per week of posted office hours.
10. Attend periodic planning meeting with SCU officials and managers. Estimated time 2 hours per month.

### **V. Qualifications**

1. Must be currently enrolled as an undergraduate student at SCU, taking at least one course.
2. Must to maintain satisfactory academic and behavioral standing with the University (e.g., minimum 2.0 GPA and free of any type of probation as defined in the Undergraduate Bulletin).

### **VI. Appointment and Compensation**

1. Appointed by the ASSCU Student Body President, Student Body Vice President, and Senate Chair.
2. Appointed to a one-year term of office beginning mid spring quarter. Transition with current Organizational Development Vice President throughout spring quarter. Compensation is \$945 stipend paid over a three quarter period.

### **VII. Time Requirements**

1. Attend weekly Executive Board meetings (minimum 8 per quarter, average length: one hour)
2. Attend 5 bi-monthly planning meetings with the ASSCU president and the ASSCU advisor (minimum 5 per quarter, average length: one hour)
3. Participate in 6 ASSCU retreats: two transition retreats (one each during the springs of appointment and end of term in office); three Executive Board retreats (one each during the fall, winter, and spring quarters); and one all-inclusive AS retreat during the fall quarter.
4. Hold 5 office hours per week, varying appropriately with workload
5. Estimated hours per week: 20