

Student Body President

ASSCU EXECUTIVE BRANCH

Spring 2006

I. General Information

Job Title: Student Body President

Department:

Associated Students of Santa Clara University

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

Supervisor: Dean of Student Life, Jeanne Rosenberger

II. Primary Purpose of the Position

Oversees the general operations and functions of ASSCU and enforces ASSCU policies and procedures.

III. Essential Responsibility

The President is the spokesperson for the organization, works with University faculty, staff, and administration, appoints a cabinet and undergraduate student representatives to sit on University Committees, presides over cabinet and advisory board meetings, and informs ASSCU of University decisions and events.

IV. Specific Responsibilities

1. Supervision
 - a. Responsible for all actions undertaken by individuals in ASSCU within reason
 - b. Responsible for recruitment, selection, training, supervision, and evaluation of 4 member staff.
 - c. Responsible for coordinating involvement of volunteers.
2. Policy & Procedure Making, Interpretation & Implementation
 - a. Ensures that the organization is aware of ASSCU mission and purpose, ensuring that operations and services are consistent with these goals.
 - b. Ensures that organization abides by all University policies, procedures, and guidelines.
3. Budget Management
 - a. Responsible for preparation and presentation of an annual budget to the University.
 - b. Assists Financial Vice President and Advisory Board with overall budget management.
4. Liaison Responsibilities
 - a. Acts as the liaison and overall representative of the undergraduate student body with University President, University Provost, University Vice-Provosts, University Vice Presidents, Board of Trustees, other chartered student organizations, clubs & organizations, and departments within the University (and related outside groups connected with the University) as appropriate to areas of responsibility.
 - b. Promotes and encourages collaboration and co-sponsorship between ASSCU and other campus areas in offering quality programs and services.
 - c. Serves the undergraduate student body as an advocate for their causes, and furthers the development of student leaders and their organizations.
5. Staff Leadership & Development
 - a. Develop a comprehensive staff development program in conjunction with Organizational Development Vice President including a fall and spring retreat.
 - b. Enhance professional development through attendance at national leadership conference of choice (ex. NJS LC).
 - c. Schedules, plans, and conducts weekly staff meetings with the ASSCU Advisory Board.
 - d. Attends and Chairs bi-weekly Presidential Advisory Committee meetings.

- e. Attends monthly meetings with University Committee Student Members.
- f. Participates in charter review process as established by University.

6. Chartered Student Leader Responsibilities

- a. Participates in annual Chartered Student Leader Retreat and other quarterly in services.
- b. Provides information, reports, and other University-requested documentation in timely manner.
- c. Represents organization (or sends designee) at appropriate University events & functions.
- d. Maintains organization charter through submission of documents to maintain charter status.
- e. Participates in Charter review process as established by University.
- f. Chair of student Leaders Council, which is composed of the heads of the Chartered Student Organizations and the President of the Residential Learning Community Association.

7. Routine and periodic duties

- a. CSL advisor meeting – 1 hour weekly
- b. Advisory Board Meetings – 1 – 1&1/2 hours weekly
- c. Executive Vice-President – at least 3 hours weekly
- d. Executive Cabinet – at least 2 hours bi-weekly
- e. Senate Chair – at least 2 hours bi-weekly
- f. Chief Justice – at least 2 hours bi-weekly
- g. Senate Meetings – 1 hour a week
- h. Dean of Student Life – 1 hour weekly or bi-weekly
- i. University President – at least 2 times a quarter
- j. University Provost – at least 1 time a quarter
- k. Director of Benson – at least 1 time a quarter
- l. Office hours – 8 hours per week
- m. Meet with other Vice President’s for one on one meetings – 1 hour each

V. Qualifications

- 1. Must be a currently enrolled senior or junior undergraduate student at SCU, taking at least one course.
- 2. Must be in good academic and behavioral standing with the University (e.g., minimum 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin).
- 3. Must possess excellent communication, interpersonal, and facilitation skills.
- 4. Must be able to manage time effectively.
- 5. Must be able to work effectively with a diverse population of students, faculty, and staff.

VI. Appointment and Compensation

- 1. Elected by undergraduate student majority vote to a one-year term of office.
 - a. Transition begins mid-spring quarter and required planning during summer.
- 2. Compensation is \$5,025 stipend paid evenly over three quarter period.

VII. Time Requirements

- 1. Position requires an estimated total of 25-35 hours per week, depending on special events, projects, meetings, and other activities.
- 2. Mandatory attendance at 3 ASSCU retreats (a Spring, a Fall and a Spring transition retreat)
- 3. Mandatory attendance at 3 ASSCU Advisory Board retreats (fall, winter, and spring)