

**I. General Information**

**Job Title:** Senator

**Department:**

Associated Students of Santa Clara University

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

**Supervisor:** Chair of the Student Senate

**II. Primary Purpose of the Position**

The Student Senate is responsible for writing and enacting all legislation and laws, recommending budget allocations for the eight chartered student organizations, clubs, and serving as the primary forum through which student concerns are addressed.

**III. Essential Responsibility**

1. Act as the voice of the student body in matters that affect Santa Clara University.
2. To convey student opinion and concerns to the appropriate University administrators and university committees.

**IV. Specific Responsibilities**

1. Engage in frequent communication with constituents.
2. Pass the annual Student Activity Fee Budget; Pass the quarterly club budgets.
3. Serve on one Senate Committee. Committees include Communications, Facilities and Operations, Current University Issues, and Student Affairs.
4. Facilitate and protect the interests of all student organizations.
5. Complete any tasks required for Senate Committees.

**V. Qualifications**

1. Must be currently enrolled as an 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).

**VI. Appointment and Compensation**

1. Elected to a one year term of office by the Santa Clara undergraduate student body, following all the procedures set forth by the election code to a one year term of office beginning mid-spring quarter. Transition with current senators during the end of spring quarter.
2. If a position is not filled through the election process, appointments will be made by the AS President, Student Body Vice President, and Senate Chair.

**VII. Time Requirements**

1. Attend Senate meetings (minimum 7 per quarter, average length: one hour)
2. Attend Committee meetings (minimum 7 per quarter, average length: one hour)
3. Special meetings and ad hoc committee meetings
4. Mandatory attendance at 3 ASSCU retreats (a Spring, a Fall and a Spring transition retreat)
5. Hold 1 office hour per week
6. Estimated hours per week: 4-6 hours