

Student Body Vice President

ASSCU EXECUTIVE BRANCH

Spring 2006

I. General Information

Job Title: Student Body 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

Act as primary assistant to the Student Body President.

III. Essential Responsibility

Responsible for the effective marketing of Associated Students, its programs, and vision.

IV. Specific Responsibilities

1. Liaison responsibilities
 - a. Act as a liaison between Associated Students and the Election Committee.
 - b. Act as a liaison between the Executive Cabinet and the other ASSCU branches and groups.
 - c. Act as a liaison between ASSCU and other CSO heads.
2. Representation
 - a. Thorough knowledge of University governance and politics.
 - b. Assist Student Body President with his/her political responsibilities.
 - c. Assist with policy development and implementation.
 - d. Ensure progress is made toward platform agenda goals.
 - e. Recruiting and appointing university committee positions
3. Communication
 - a. Create and maintain the bulletin board and display case to publicize campus events.
 - b. Update materials and fliers at the ASSCU Mobile Desk as necessary.
 - c. Assist in marketing activities on and off campus.
 - d. Responsible for delegating or personally undertaking maintenance of ASSCU website.
 - e. Work with other CSOs, including the The Santa Clara, for advertisements.
4. Routine and periodic duties
 - a. Weekly Advisory Board meetings
 - b. Bi-weekly Presidential Advisory Committee (PAC) meetings.
 - c. Weekly meetings with Student Body President and ASSCU advisor.
 - d. Maintain posted office hours of 10 hours per week.
 - e. Attendance at special events, seminars, community forums, and retreats
 - f. Deliver executive report to Senate as necessary.
 - g. Hold fellow ASSCU officers and senators accountable to their assigned duties.
 - h. Attend any meetings related to the relationship between the University and the off-campus neighborhood.
 - i. Publish weekly mass email to the student body.
 - j. Administer Student_Events list and ensure regulations are followed.
 - k. Create and monitor website

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 \$2,100 stipend paid evenly over three quarter period.

VII. Time Requirements

1. Attend 4 meetings per week with each meeting averaging 1½ hours.
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)
4. Hold 10 office hours per week generally (at least 3 at ASSCU Mobile Desk)
5. Publish weekly mass email and ensure email regulations are followed averaging 1 hour per week.
6. Maintain progress toward platform agenda goals, approximately 3 hours per week.
7. Estimated hours per week: 20-30