

**I. General Information**

**Job Title: Class Justice**

**Department:**

Associated Students of Santa Clara University

Benson Center, Room One: (phone) (408) 554-4410; (fax) (408) 554-5544

**Supervisor:** Chief Justice of the ASSCU Judicial Branch (herein referred to as ASSCUJB)

**II. Primary Purpose of the Position**

To uphold and defend the ASSCU Constitution and Bylaws.

To advocate student's rights and to provide services and programs to further that goal.

**III. Essential Responsibility**

To attend all Judicial Branch meetings and functions, including those of the Student Court.

To further the goals and programs established by ASSCU and the ASSCUJB.

**IV. Specific Responsibilities**

1. Assist in the interpretation of the Constitution, Bylaws and other legislation of ASSCU.
2. Uphold the integrity of ASSCU by holding accountable all officers in regards to their explicit duties and responsibilities as outlined in the Constitution and By-laws.
3. Maintain confidential all details regarding any case(s) accepted by the Student Court; to weigh evidence carefully and to rationally cast your vote in accordance with the integrity and values of the ASSCUJB, as determined by the Constitution, Chief Justice, and class justices.
4. Attend all regular and special Judicial Branch meetings, activities, trainings, etc.
5. Perform committee work and external research as delegated by the Chief Justice.
6. Assist in the coordination of ASSCUJB programs such as the Free Legal Advice Program (FLAP).
7. Attend weekly Senate Meeting.
8. Maintain communication with the Executive and Senate Branches.

**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).
3. Must be a good team player and able to be fair and objective when called upon to be so.

**VI. Appointment and Compensation**

1. Appointed by the Student Body President, the Executive Vice-President, and the Chief Justice, and confirmed by the Student Senate.

**VII. Time Requirements**

1. Attend 1 Senate meeting per month (average length: one hour).
2. Attend ASSCUJB meetings (minimum 7 per quarter, average length: one hour)
3. Mandatory attendance at 3 ASSCU retreats (a Spring, a Fall and another Spring retreat)
4. Hold 1 office hour per week,
5. Estimated hours: 4-6 per week.