

Student Court Clerk
ASSCU JUDICIAL BRANCH
Fall 2006

I. General Information

Job Title: Student Court Clerk of the ASSCU Judicial Branch

Department:

Associated Students of Santa Clara University

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

Supervisor: Chief Justice

II. Primary Purpose of the Position

To assist the Judicial Branch in conducting meetings and maintaining records.
To maintain attendance records and meeting minutes for all Judicial Branch meetings.

III. Specific Responsibilities

1. Maintain attendance records at all Judicial Branch meetings
2. Record meeting minutes for all Judicial Branch meetings.
3. Maintain historic documentation of court rulings and proceedings.

IV. 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 have excellent organizational skills.
4. Must be able to manage time efficiently.

V. Appointment and Compensation

1. Appointed by the Chief Justice

VI. Time Requirements

1. Attend weekly Judicial Branch meetings (minimum 7 per quarter, average length: one hour)
2. Attend weekly Student Senate meetings at least once per month.
3. Hold 1-2 office hours per week
4. Estimated hours per week: 5-10 hours