

## **STUDENT ADMINISTRATIVE COUNCIL (SAC)**

### **Job Description for Student Leaders**

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#### **Definition**

A student SAC leader is expected to be able to work independently with little supervision, follow instructions, meet project deadlines, prioritize tasks, effectively manage their time, be solutions focused, show initiative, provide quality work, be self motivated, work successfully in a diverse team environment and be able to assess and address student concerns on campus by working collaboratively and under the guidance of campus professional staff leadership.

#### **Distinguishing Characteristics**

SAC members serve as leaders among leaders thus these positions bear high levels of responsibility and expectations and are compensated accordingly. Within established guidelines SAC leaders initiate, organize, prioritize, and complete work activities. Decision making authority must follow established state, district and college methods or procedures. SAC members are expected to work independently after guidance and instruction is provided. Deviation from established methods, procedures, or guidelines requires prior approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

SAC members act as ambassadors of the college, help in assessing and addressing student concerns and perform many routine functions such as record keeping, producing forms, processing documents, extracting and compiling records or data, responding to routine inquiries concerning office/departmental services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other materials needed to achieve specific position goals and objectives.

#### **General Job Duties**

- Represent the interests and concerns of the associated student body by serving on and appointing students to key committees and submitting regular written reports;
- Following established guidelines, responds to inquiries regarding departmental services and procedures; receives and refers visitors;
- Conduct regular business meetings and submit committee and other reports to the student body and college administration.
- Develop annual goals and objectives aligned with college vision, mission and strategic directions;
- Assist with the coordination, development, and implementation of educational and leadership programs;
- Assist in planning, coordinating, and implementing activities designed to meet the social, educational, and cultural needs of students;
- Work with club leaders, advisors, and program directors to support their success in achieving their annual goals and objectives;

- Represent the ASB at important college related functions and activities such as Board of Trustee meetings, ceremonies, fundraisers, special events, etc;
- Administer the Service and Activity fee budget development and allocation process;
- Monitor and update the Student Council website, bulletins and reports, meeting minutes, agendas etc;
- Perform all other duties as assigned.
- Perform special projects/assignments delegated by staff.

## Compensation

SAC representatives will receive \$12/hour and are expected to work 10 hours a week minimum and 16 hour max. Each member will be encouraged and expected to attend professional development conferences, workshops and seminars that will advance their knowledge and skills required to do perform their job. If desired, members may also use their experience to receive Cooperative Work Experience credit through co-enrollment in CWE 110 and working with the Internships advisor. Additional benefits include use of office work area, computers and other related equipment.

## Available Positions

### DIRECTOR

- General spokes person who is responsible for attending critical decision making meetings and public events
- Initiates and organizes activities that build and strengthen relationships with faculty, administrators and students (i.e. informal receptions, sends personalized cards on special occasions)
- Publically reports on all SAC's activities (i.e. attends All College and Management Team Meetings)
- Submits Board of Trustee's reports and attends meetings
- Coordinates and facilitates Student / Community Town Hall Meetings
- Attends Faculty Senate and College Council meetings etc
- Meets with President, Executive Team, Faculty Union Representative, etc on a regular basis

### PROJECT MANAGER (internal communications)

- Communicates with program coordinators to track and monitor project timelines and deliverables
- Creates and maintains website dashboard of all SAC related projects and activities
- Maintains calendars and writes weekly event summary list
- Monitors and provides written reports on SAC's progress toward goals and objectives
- Works with campus webmaster and IT services director

### COMMUNICATIONS SYSTEMS MANAGER (external communications)

- Manages and maintains physical and electronic files (i.e. shared drive)
- Drafts press releases, official correspondence letters, etc
- Writes, coordinates and publishes weekly newsletter
- Updates website

- Works with campus Marketing and Public Information Officer
- Produces flyers, brochures and other promotional materials as needed

#### **STUDENT FEE BOARD MANAGER**

- Chairs or supports an appointed student to chair the S&A Fee & UTF Committees
- Tracks budgets and produces regular status reports
- Monitors, track and document all funding proposals (aka bills) and resolutions
- Works with this campus business department personnel

#### **STUDENT CABINET COORDINATOR** (Cabinet members are made up of all students serving on campus committees)

- Oversees the process for selecting and appointing students to campus committees
- Maintains ongoing communication with committee chairs to verify that students are attending meetings, assessing their involvement etc
- Ensures and supports student committee reps in submitting regular written and oral reports to SAC
- Assists with training and orientation activities
- Evaluates program effectiveness and student learning outcomes
- Submits quarterly program assessment
- Monitors student timesheet submission, program budget and related administrative paperwork
- Maintains data base of students serving on committees

#### **STUDENT RESEARCH AND ADVANCEMENT COORDINATOR**

- Identifies topics needing student input or research
- Conducts quarterly surveys and focus groups
- Analyzes data and writes reports
- Coordinates annual Student Leader Alumni event
- Works with campus research office personnel

#### **POLICY AND ADVOCACY COORDINATOR**

- Monitors and tracks state bills that affect students
- Attends state legislative academy
- Writes summary reports for SAC newsletter
- Conducts research
- Writes summary and analysis reports