

## **STUDENT GOVERNMENT ASSOCIATION: UNIVERSITY ASSISTANT**

We are looking for a capable University Assistant to support a large Student Government Association in completing organizational operations and management. You will be the one to assemble the weekly agenda and record weekly minutes in addition to performing a variety of administrative tasks. University Assistants must be quick professionals with excellent time-management and multitasking abilities. With their diligence and competence in their work, members of the Student Government can focus on their senatorial responsibilities without worrying about other tasks. You must remain highly diligent in your duties as they are critical to the success of the Student Government Association in maintaining our state-compliant procedures. The goal is to contribute to the organization's efficiency by ensuring all assigned operational duties are carried out timely and efficiently. This role will be funded by Student Activity Fee money collected by the SGA. The SGA has 39 members and supports over 100 clubs and organizations. The office is located on the 2<sup>nd</sup> floor of the Student Center. You will be provided with your workstation to produce minutes.

**Hours:** \$19 hours per week (no benefits)

**Responsibilities:** Under the supervision of the SGA Executive Board

- Maintain Senate's weekly agenda and assist in planning appointments, committee meetings, conferences, etc.
- Attend specified meetings and keep minutes, which must be completed within 48 hours of the conclusion of the meeting.
- Update Club Central weekly so that minutes, rosters, and events are up to date.
- Receive and screen phone calls and redirect them when appropriate.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.)
- Assist with travel arrangements and purchase order contracts for Student Government.
- Monitor office supplies and replace them when needed or facilitate new purchases for requested supplies after consultation with the Executive Board.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Assist SA/LD with updating club rosters and distributing and preparing literature for clubs from the SGA.

### **Qualifications:**

- Excellent oral and written communication skills and organizational skills.
- Strong customer service and presentation skills; ability to multi-task and perform detail-oriented work.
- Experience working with Microsoft Office Suite, including excel formulas; good working knowledge of basic math concepts.
- Related work experience and ability to occasionally work in the evening and/or attend retreats.

**To Apply:** Please submit a letter of application, resume, and the names, phone numbers, and email addresses of three references via email to: Scott Hazan Hazanscz@ccsu.edu.

