

<b>Job title</b>	<i>Administrative Manager, Student Government</i>
<b>Reports to</b>	<i>Student Body Vice-President and Director of Student Activities Office (SAO)</i>

**Job purpose**

The *Administrative Manager (AM)* reports to the Student Body President and Vice President. They are responsible for primarily assisting the President and Vice President, and then the board with logistical tasks. These include creating the agenda for each week, scheduling events, updating the board Google Drive folder, and ensuring that all materials are prepared for each meeting.

**Duties and responsibilities**

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the Administrative Manager:

Summer Preparation

- Read over Student Government Constitution, bylaws, and job description to develop familiarity with the position, pace, and required responsibilities for the year.
- Examine SG Google Drive, especially archives from past years.
- Attend Student Development Week at HoneyRock camp in Three Lakes, WI in early August.

Board Related Duties

- Take thorough and accurate weekly Board Room minutes and send out the updated minutes from the previous week with the weekly board email.
- Each week, compile files and send out the weekly board email (consists of board meeting agenda, proposals, For the Good of the Order Discussion topics, and any other pertinent information).
- Print materials for each member of the board prior to weekly Board Room meetings. (Ex: agenda, proposals, FTGOTOs, etc.)
- Update the Student Government Google Drive folder with new proposals, etc.
- Schedule events through 25Live for Executive Vice Presidents (EVPs) and Class Co-Presidents (until they receive their own logins).
- Compile a binder with proposals from the year at the end of the year.
- Facilitate the Student Government email address, professionally and promptly respond to incoming emails, and forward emails to appropriate board members (typically, but not limited to, SB President & Vice President).
- Create sign-up sheet for board devotionals at the beginning of each semester.
- Optional: Honor board member birthdays (Ex: cards and favorite snack).

Attend Faculty Business Meeting

- Represent the student body during the monthly Tuesday meetings



### Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of Administrative Manager.

Qualifications include:

- Possess excellent leadership, interpersonal and communication skills
- Strong teamwork and collaboration skills
- Ability to prioritize tasks
- Motivated and resourceful
- Ability to write professional emails and reports
- Strong typing and copy-editing skills
- Strict attention to detail
- Must be hands-on and be willing to roll up your sleeves to perform any and all responsibilities needed to ensure success

### Working schedule

While most of the required responsibilities of Administrative Manager can be incorporated into your schedule flexibly, there are other unique, one-time, or sporadic responsibilities that may be omitted but are an aspect of this role. These are unchanging commitments that must fit your schedule:

#### General Board Schedule

- Weekly 1-hour SAO Office Hours [date/time chosen at beginning of semesters]
- Weekly Wednesday Board Room [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

#### AM Schedule

- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]

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<b>Approved by:</b>	<i>Sarah Yoon, 2019-20 Student Body President</i>
<b>Date approved:</b>	<i>February 12th, 2020</i>
<b>Reviewed:</b>	<i>February 12th, 2020</i>