



Job title	<i>Executive Vice President of Community Diversity, Student Government</i>
Reports to	<i>Student Body Vice President and Director of Student Activities Office (SAO)</i>

Job purpose

The *Executive Vice President (EVP) of Community Diversity (CD)* represents underrepresented communities in the student body and serves as the primary facilitator on Student Government with regards to college policy related to diversity, assisting the President and the Government in representing student concerns and overseeing policies and issues related to diversity within the Government.

Duties and responsibilities

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

Summer Preparation / Connections

- Study the Student Government (SG) Constitutional duties for the EVP of Community Diversity.
- Examine SG Drive, particularly archive of previous board regarding previous proposals by the past EVPs of CD.

Board Related Duties

- Write weekly reports to the Administrative Manager, Student Body Vice-President and Student Body President to update board members and advisors.

Meet Weekly with Community Diversity Committee

- Appoint committee members at start of semester.
- Create agenda for committee members.
- Brainstorm and collaborate with committee members to create proposals to be submitted to Boardroom and/or initiatives with other areas of campus.

Meet Bi-Monthly w/ Director of the Office of Multicultural Development [Dr. David Cho]

- Create agenda for discussion and be ready to collaborate with the director with their initiatives.
- Check in with the director and stay up to date with OMD priorities.
- Communicate humbly, clearly and succinctly.

Meet Monthly w/ Chief Intercultural Engagement Officer [Dr. Shiela Caldwell]

- Create agenda for discussion, updates, and/or inquiries for the CIEO.

Meet Monthly w/ Faculty Diversity Committee

- Work on the month's agenda and be prepared to discuss it.

Meet Monthly w/ Diversity Council Meeting

- Work on the month's agenda and be prepared to discuss it.



Qualifications

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

Qualifications include:

- Possess excellent leadership, interpersonal and communication skills
- Strong teamwork and collaboration skills
- Project and process management capabilities
- Ability to write professional emails and reports
- Strong problem-solving skills and demonstrated ability to take initiative and critically analyze information and procedures in a push toward constant improvement
- Strict attention to detail while able to prioritize issues appropriately

Working schedule

While most of the required responsibilities of EVP of Community Diversity 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 Boardroom [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

EVPCD Schedule

- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]
- Monthly Tuesday Diversity Council Meeting [4:15 pm - 5:30 am]
- Monthly Thursday Diversity Council Meeting [9:30 am - 10:30 am]

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