

Job title	<i>Executive Vice President of Global Engagement, 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 Global Engagement (GE)* exists to both represent international students' voices to the board and to provide and support global initiatives on campus for domestic students and international students alike who are interested in learning more about the world around us.

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 Global Engagement:

Summer Preparation / Connections

- Study the Student Government (SG) Constitutional duties of all board members.
- Examine SG Drive, particularly archive of previous board.
- Connect with Student Body President, Student Body Vice-President, and SG Advisor regularly to prepare for academic year.
- Introduce yourself via email to: Dean of Global Programs and Studies, Director of Study Abroad, Director of International Student Programs, Director of Human Needs and Global Resources, President of MuKappa, President of Ladder, and President of Axis.

Board Related Duties

- Write weekly reports to the Administrative Manager, Student Body Vice-President and Student Body President to update board members and advisors.
- Prepare for each board meeting by reading all necessary material sent by Administrator.
- Come prepared to hold conversation and give input from constituents.
- Create proposals and For the Good of the Orders to be submitted to the board.

Meet Weekly with Global Engagement Committee

- Appoint committee members at start of semester.
- Create agenda for committee members.
- Brainstorm with committee members to create proposals to be submitted to Boardroom.
- Collaborate with committee members to work on programming for different events with a global perspective.

Meet Monthly with Dean of Global Programs and Studies (GPS) of Wheaton College [Laura Montgomery]

- Create agenda for discussion, updates, and/or inquiries for Dean of GPS.
- Communicate humbly, clearly, and succinctly to update Dean on previous successes/failures and on future plans for GE Committee.

Meet Monthly with Director of International Student Programs (ISP) [Jerry Woehr]

- Create agenda for discussion, updates, and/or inquiries for the Director of ISP.
- Communicate honestly, clearly, and succinctly to update Director on previous successes/failures and on future plans for GE Committee.

Meet Monthly with Global Programs and Studies Advisory Council

- Attend and engage in the monthly afternoon meetings.
- Come prepared to represent the student body opinion (both from international students and domestic students) to fellow council members.

Meet with Human Needs and Global Resources (HNGR) Advisory Committee

- Attend and engage in the quarterly afternoon meetings.
- Come prepared to represent the student body opinion (both from international students and domestic students) to fellow committee members.

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 Global Engagement.

Qualifications include:

- Possess excellent leadership, interpersonal, and communication skills
- Strong teamwork and collaboration skills
- Motivated and resourceful
- 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
- 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 EVP of Global Engagement 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]

EVPGE Schedule

- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]
- Monthly Thursday Global Programs and Studies Advisory Council Meetings [3:30 – 5:00 pm]
- Quarterly Wednesday Human Needs and Global Resources Advisory Committee Meetings [3:30 – 5:00 pm]

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