



STUDENT government

Job title	<i>Executive Vice President of Student Life & 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 Student Life & Engagement (SLE)* Chairs the Student Life & Engagement Committee which oversees long-term policy initiatives which facilitate the College experience outside the classroom including issues in regards to residence life, athletics, campus experience, and student engagement. The EVP of Student Life & Engagement serves on the Committee on Student Publications which advises and sets policy for student publications. Additionally, the EVP of Student Life & Engagement works closely with Residence Life, College Union, and the Christian Service Council.

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 Student Life & Engagement:

Summer Preparation / Connections

- Study the Student Government (SG) Constitutional duties for the EVP of Student Life & Engagement.
- Examine SG Drive, particularly archive of previous board regarding previous proposals by the past EVPs of SLE.
- Begin creating the vision and goals for the position in the upcoming year.
- Complete any assigned readings or duties in preparation for Leadership Development Week at Honey Rock.
- Connect with the Study Body President, Vice President and other SG Board members.

Beginning of the Year Tasks

- Write Executive Summary.
- Create applications and advertise for the Student Life & Engagement Committee.
- Connect with the Dean of Residence Life, College Union, Bon Appetit, and others to establish a form of communication and connection for potential collaborations throughout the year.

Student Government 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 Boardroom by reading all necessary material.
- Create proposals and For the Good of the Orders to be submitted to the board.

Meet Weekly w/ Student Life & Engagement 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.



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Meet Monthly w/Committee on Student Publications

- Initiate an introduction with the Vice President of Student Development to get updates and information about this committee.
- Be prepared to input on behalf of Student Government and the student body.

Meet Quarterly w/ Student Technology and Campus Services Advisory Committee (STACSAC)

- Attend meetings and be prepared to input on behalf of the student body.

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 Student Life & 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 the EVPSLE 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]

EVPCL Schedule

- Weekly Student Life & Engagement Committee Meeting [time TBD]
- Monthly Tuesday Faculty Business Meeting [4:15 – 5:30 pm]
- Monthly Committee on Student Publications [1 hour]
- Quarterly STACSAC Meeting [1.5 hours]

Approved by:	<i>Daniel Ju, Student Body Vice President</i>
Date approved:	<i>March 3rd, 2021</i>
Reviewed:	<i>March 3rd, 2021</i>