

<b>Job title</b>	<i>Executive Vice President of Student Wellness, Student Government</i>
<b>Reports to</b>	<i>Crystal Cartwright, Director of Student Activities Office (SAO)</i>

### **Job purpose**

The *Executive Vice President (EVP) of Student Wellness (SW)* exists to address the social, spiritual, emotional, physical and intellectual needs of the student body. The role experiences some duality in that it exists in both reactive and proactive contexts. This allows the person that holds the position to develop and implement ideas that can proactively address students' needs, but also gives the EVPSW the responsibility of aiding in reactive response to obstacles and disputes on campus.

### **Duties and responsibilities**

Varying from weekly, bi-monthly, monthly, or sporadic

#### Summer Preparation:

- Study and familiarize yourself with the Student Government Constitution and Bylaws, particularly those regarding the responsibilities of the EVPSW.
- Begin praying and researching the best opportunities and ways of serving the student body.
- Develop your vision and goals for the upcoming year.
- Connect with your advisor, the Student Government (Student Body President, Vice President, other members), and heads of departments of which you hope to partner.

#### Beginning of the Year Responsibilities:

- Write Executive Summary as a way of putting your vision and goals together to create a document that serves as both a form of accountability and a foundation for the year.
- Develop applications and an interview process for creating an EVPSW committee.

#### Board Related Duties:

- Come prepared each week having read the materials provided by the Board Administrator.
- Write weekly reports addressed to the Advisor, Student Body President, Student Body Vice President, and the Administrator.
- Create proposals and For the Good of the Orders to be presented to the Board.

#### Weekly Student Wellness Committee Meeting:

- Appoint committee members within the first few weeks of the school year.
- Create weekly agendas for these meetings.
- Collaborate with committee members regarding proposals, programming, and For the Good of the Orders.

#### Monthly or Biweekly Meeting with Advisor:

- Meetings are intended to be every other week, but this appears to vary between advisors, especially as roles switch within the Student Wellness department.
- Prepare to discuss ideas formulated during committee meetings. Prepare to do so succinctly, as these meetings are typically short.

#### Prepare to Attend:

- Monthly Faculty Business Meeting
- Sexual Violence Prevention Committee (once per semester)

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

- Task Force Meetings and Hiring Committees

### 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 Wellness.

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 Student Wellness 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:

- Weekly Wednesday Board Room [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Weekly Tuesday SAO Office Hours [7 – 8 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]
- Monthly Tuesday Faculty Council Meeting [3:30 – 5:00 pm]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]

<b>Approved by:</b>	
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>