



Job title	<i>Executive Vice President of Technology & Campus Services, 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 Technology & Campus Services (TCS)* exists to effectively represent the student body to the administration on issues of technology, finances, and campus services. The EVPTCS listens to student concerns, identifies areas for improvement, and works to bring about positive change to the college's technological, financial, and services ecosystems.

Duties and responsibilities

The EVPTCS is responsible for being the liaison between students and administration on specific campus issues. She/He must take care to accurately represent the interests and opinions of students while also being attentive to the college's perspective and goals.

Summer Preparation:

- 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 Technology and Finance Committee.
- Connect with Wendy Woodward (Chief Information and Campus Services Officer, or CIO/CSO) to begin the Student Technology and Campus Services Advisory Committee (STACSAC) preparation and to begin introductions with other technology and finance departments.

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 or Bi-Monthly with Technology and Campus Services Committee:

- Appoint committee members at start of semester.
- Create agenda and talking points for each meeting.
- Discuss initiatives, ask questions, and brainstorm ideas on how to improve the college's technological, financial, and campus services ecosystems.
- Delegate responsibilities and assign projects and deadlines.

Meet Quarterly with the Student Technology and Campus Services Advisory Committee (STACSAC):

- Appoint students to the committee with diverse backgrounds, experiences and majors.
- Conduct an Undergraduate Report at each STACSAC meeting.
- Co-Chair meetings and help lead discussion on technology and campus services.



Meet Quarterly with the Board of Trustees Finance Committee Meeting:

- Send a one-paragraph biography of yourself at the beginning of the school year to the Student Body President for the Board of Trustees approval.
- Before the Trustee meeting, read up on agenda and/or materials and be prepared to speak 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 Technology and Campus Services.

Qualifications include:

- Excellent leadership, interpersonal and communication skills.
- Willingness to listen to others, gather opinions, and accept constructive criticism.
- Ability to write professional emails, reports, and documents.
- Capable at approaching and communicating with faculty, staff, administration, and other professionals in the workplace.
- Strict attention to detail and strong problem-solving skills.
- Composed amidst unfamiliar circumstances.

Three essential characteristics:

- Self-motivated: The ability to complete projects out of one’s own initiative.
- Team player: The awareness to know when to step-up and when to step aside.
- Leadership: The experience to lead committees, delegate responsibilities, and serve willingly.

Working schedule

While most of the required responsibilities of EVP of Technology and Campus Services 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 Meeting [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

EVPTCS Schedule

- Weekly Technology and Campus Services Committee Meeting
- Monthly Tuesday Faculty Business Meeting [4:15 – 5:30 pm]
- Quarterly STACSAC Meeting [1.5 hours]
- Monthly Technology and Information Resource Committee (TIR) [1 hour]
- Quarterly Finance Board of Trustees Meeting [1.5 - 2 hours]

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