



Student Body Vice President Job Description

PURPOSE: The Student Body Vice President is a student advocate who represents the student body at large while providing leadership to Rochester College's Student Government Association (SGA) Senators and programming councils. The Student Body Vice President is a position that is elected by the student body to shape the student experience in purposeful and meaningful ways that value and advance the mission of Rochester College. The specific qualifications and responsibilities for the Student Body Vice President are outlined below.

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Senior or Junior with prior leadership experience at RC
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns (including, but not limited to: housing, parking, social interactions, self-care, academic pressures, loneliness, etc.)
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities
- Receive the largest percentage of student votes

RESPONSIBILITIES:

Student Advocacy: The Student Body Vice President will serve as an advocate for the student body through representation to the SGA programming councils for the purpose of articulating the needs, desires, interests and concerns of the student body. Through the Student Body Vice President's advocacy, students will enjoy a richer and more participative student experience.

1. Establish methods for gathering information related to the student experience from students, in collaboration with the Student Body President, including: feedback loops and assessment of student programming and events.
2. Encourage and marshall prospective Senator candidates each year.
3. Partner with the SGA Executive Council to develop strategic planning and vision for two heritage events each semester.
4. Develop and maintain positive relationships with the student body through availability, accountability, creativity, credibility, and confidentiality.
5. Encourage fellow SGA Executive Council members and Senators toward personal, social, spiritual, and academic development.
6. Promote and support SGA and non-SGA events on campus. (support for area programming and campus programming on an as needed basis)
7. Provide a culture of collaboration and accountability among the SGA Executive Council and SGA Senators.

Administrative Tasks: The Student Body Vice President will be responsible for administrative duties related to the day-to-day leadership of the SGA programming councils and Senators. Such responsibilities will be conducted with guidance and assistance from the Student Body President and the Student Government advisors, in collaboration with Rochester College institutional regulations and policies.

1. Responsible for assisting the Senators in the facilitation of strategic planning in the areas of their specific programming councils.
2. Disperse information to Senators at a weekly Senator meeting.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.

Support of Policies and Standards: The Student Vice Body President is a representative of the College in his/her relationships and contacts both on and off campus. The Student Body Vice President is expected to uphold institutional and residential standards and policies as outlined in, Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook..
2. Communicate and model behavior and policy expectations of Rochester College to the campus community.
3. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
4. Assist with conflict resolution regarding problems amongst SGA Executive Council members and SGA Senators.
5. Support and do not openly disagree with college regulations. Be quick to listen and slow to speak with fellow students. Seek appropriate channel to discuss the issue at hand to address the disagreement.

SGA Senator Training and Development: The Student Body Vice President is expected to participate in and lead all Senator meetings, which are designed to develop the Senators to have the necessary skills to perform their job and meet expectations.

1. Attend and participate in the Spring semester leadership retreat.
2. Assist with planning and implementing ongoing Senator onboarding.
3. Attend and participate in the Rochester College leadership seminar.
4. Lead weekly Senator meetings.

Student Life Fellowship: Student Life Fellowship Leaders are at the heart and soul of Rochester College. The Student Body Vice President position is a part of the Center for Student Life's Fellowship program. Fellowship Leaders gain leadership and real world experiences in the areas of marketing, public relations, public speaking, branding, team building, pastoral care and the management of others. Working in the Center for Student Live and closely with the Admissions office, Fellows are genuinely interested in the development and success of the college and students, new and continuing.

1. Support the Admissions Office in the early stages of onboarding potential and new "admit" students through calling admitted students, giving campus tours, hosting admitted students on campus visits and connecting with admitted students through social media platforms.
2. Actively participate in the organization and shaping of the Admission Office's Warrior Fridays
3. Actively participate in the organization and shaping of the Advising Center's Crimson Days
4. Support the Center for Student Life in planning and executing Warrior Week for incoming students which includes attending and participating in all Warrior Week activities.
5. Attend a First Year Experience training session prior to new student move-in.
6. Actively participate in move-in day by helping new residential students move into their residence hall and helping families navigate the campus
7. Support the Center for Student Life's First Year Experience (Seminar) as cohort leaders during the Fall semester by facilitating bi-weekly small group discussion, outings and/or service projects through the Fall semester for assigned learning community.
8. Attend an annual leadership retreat during the Spring semester.
9. Attend a 1 hour Leadership Course for the Fall semester.
10. Attend the First Year Experience retreat, Refresh, in the Spring semester.

11. Be committed to an ongoing mentoring relationship with members of assigned community through the end of the Refresh retreat that encourages and supports new students' spiritual, academic, social and personal growth and development as they acclimate and transition to RC.

TIME COMMITMENT: Although it is difficult to quantify the scope of a role like that of the Student Vice Body President, the Student Body Vice President can expect to put in at least an average of 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Student Body Vice President Leadership position throughout the year. The Student Body Vice President is to be available and accessible to the SGA Executive Council, SGA Senators and the Center for Student Life throughout the academic year.

The Student Body Vice President position is a one academic year commitment. Reappointment is not guaranteed, but may be based upon: an exemplary performance record, the successful completion of all interviews and applications and the student body vote. The Student Body Vice President's performance is under continuous evaluation so as to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Student Engagement Staff may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.