



# Student Body Secretary Job Description

**PURPOSE:** The Student Body Secretary is a student advocate who represents the student body at large through the organization and warehousing of historical documents and timely assessment. The Student Body Secretary is selected by Center for Student Life professionals to work with SGA 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 Secretary are outlined below.

## QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Demonstrate 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

## RESPONSIBILITIES:

**Student Advocacy:** The Student Body Secretary will serve to provide documentation and assessment for the SGA.

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 marshal 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 Secretary will be responsible for administrative duties related to the day-to-day oversight and warehousing of meeting minutes and agendas, programming requests and strategic plans and team drive.

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, with an emphasis in purpose driven programming and assessment, in the areas of their specific programming councils.
2. Collect and present programming requests/strategic plans from SGA programming councils.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.

**Support of Policies and Standards:** The Student Body Secretary is a representative of the College in his/her relationships and contacts both on and off campus. The Student Body Secretary 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 Secretary is expected to participate in selected Senator meetings and lead in the training of Senators in purposeful planning and assessment.

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

**Student Life Emerging Leader:** Student Life Emerging Leaders are at the heart and soul of Rochester College. The Student Body Secretary position is a part of the Center for Student Life's Emerging Leaders program. Emerging 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 Life and occasionally with the Admissions office, Emerging Leaders are genuinely interested in the development and success of the college and students, new and continuing.

1. May be asked to fill in for a Fellowship Leader to 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. May participate in selective Warrior Fridays and Crimson Days.
3. Support the Center for Student Life in supporting Warrior Week for incoming students.
4. Attend a First Year Experience training session prior to new student move-in.
5. Actively participate in move-in day by helping new residential students move into their residence hall and helping families navigate the campus.
6. Attend an annual leadership retreat during the Spring semester.
7. Attend a 1 hour Leadership Course for the Fall semester.

**TIME COMMITMENT:** Although it is difficult to quantify the scope of a role like that of the Student Body Secretary, the Student Body Secretary can expect to put in at least an average of 10 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Student Body Secretary position throughout the year. The Student Body Secretary 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 Secretary 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. The Student Body Secretary'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.**