



Student Body Treasurer Job Description

PURPOSE: The Student Body Treasurer is a student advocate who represents the student body at large through financial management and stewardship while providing direct leadership to Rochester College's Student Government Association (SGA) Fundraising Council. The Student Body Treasurer 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 Treasurer are outlined below.

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Articulate 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 Treasurer will serve to provide financial oversight and stewardship for Rochester College's SGA and will directly oversee the SGA Fundraising Council.

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 Treasurer will be responsible for administrative duties related to the day-to-day oversight of budget planning, financial execution, fundraising and leadership of the SGA Fundraising Council. 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 budgeting, in the areas of their specific programming councils.
2. Collect and present funding requests from college organizations outside of the SGA programming councils.
3. Understand and follow all institutional guidelines and policies related to the collection and processing of incoming funds, making funds requests and making payments.
4. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.

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

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 Treasurer 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 Vice Body Treasurer, the Student Body Treasurer 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 Treasurer position throughout the year. The Student Body Treasurer 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 Treasurer 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 Treasurer'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.