



# Student Government Association Senator Job Description

**PURPOSE:** A Student Government Association (SGA) Senator is a student advocate, committed to improving the Rochester College student experience through meaningful and intentional programming in one of seven distinct areas: diversity and inclusion, academics, fundraising, commuter programming, weekend programming, health and wellness and environment. Senators are selected by Center for Student Life professionals to work collaboratively with the SGA Executive Cabinet to develop and execute programming that values and advances the mission of Rochester College. The specific qualifications and responsibilities for Senators are outlined below.

## QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- 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:** SGA Senators are at the core of understanding student needs and interests and programming towards those needs and interests.

1. Establish methods for gathering information related to the student experience from students, in collaboration with the SGA Executive Cabinet, including: feedback loops and assessment of student programming and events.
2. Encourage and marshall prospective Junior Senators, volunteers, sponsors and program participants.
3. Partner with the Student Body Vice President and other constituents to systematically establish four events each semester for your specific council.
4. Develop and maintain positive relationships with the student body through availability, accountability, creativity, credibility, and confidentiality.
5. Encourage fellow 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 fellow Senators.

**Administrative Tasks:** The SGA Senators will be responsible for providing meeting minutes and agendas, programming requests and strategic plans to the Student Body Secretary for warehousing in the SGA team drive.

1. Responsible for the formation of council specific strategic plans, with an emphasis in purpose driven programming and assessment.

2. Prepare, as a part of the strategic planning process, budget requests for each program.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.

**Support of Policies and Standards:** An SGA Senator is a representative of the College in his/her relationships and contacts both on and off campus. Senators are 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 fellow 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.

**Leadership Training and Development:** SGA Senators are expected to participate in all Senator meetings.

1. Attend and participate in the Spring semester leadership retreat.
2. Assist with planning and implementing ongoing Junior Senator and volunteer 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. SGA Senators are 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 a Senator, an SGA Senator should expect to put in at least an average of 4 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of a Senator. SGA Senators are to be available and accessible to the SGA Executive Council, other Senators, junior Senators, outside constituents and the Center for Student Life throughout the academic year.

**The position of SGA Senator 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. Each Senator'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.**