



Appointed Executive Board Position Descriptions

Chief of Staff

Serve as an interviewer and assist in the selection process for Cabinet. Maintain direct authority over the duties of each Cabinet member, ensuring the proper coordination, operation, and oversight of Cabinet members' responsibilities. Plan and organize Cabinet retreat and transition, the SA Banquet, and any other function deemed necessary by the SA President. Serve as a general assistant and advisor to the SA President.

Deputy Chief of Staff

Serve as an interviewer and assist in the selection process for Cabinet. Oversee interviews and assist in the selection process for Freshman Reach. Supervise all Freshman Reach events, projects, and weekly meetings while ensuring quality. Serve as liaison between Freshman Reach and the larger Student Association. Work directly with administrators, faculty, and staff to provide a holistic freshman experience for those students selected.

Director of Programming

Serve as an interviewer and assist in the selection process for Cabinet. Coordinate collaboration with other student organizations and campus departments to host events. Maintain strong working relationships with MSU faculty, staff, & administration. Oversee the Directors of Student Experience to; plan and host engaging and informative events for MSU students on and off campus.

Director of Policy

Serve as an interviewer and assist in the selection process for Cabinet. Understand current academic and campus policies. Serve as a liaison to MSU faculty, staff, and administrators. Organize and conduct the policy pod members by overseeing their initiatives, dealings with the Senate, and student body engagement.

Director of Marketing

Serve as an interviewer and assist in the selection process for Cabinet. Be responsible for the overseeing and utilization of all social media accounts; Instagram, Twitter, Facebook, etc., Ensure that all media and marketing efforts of the SA are of good quality and appropriate for publication. Oversee brand identification and authenticity.