



Appointed Executive Board Position Descriptions

Chief of Staff

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. Responsible for overseeing Freshman Council, Freshman Edge, and Freshman Forum.

Director of Programming

Serve as an interviewer and assist in the selection process for Cabinet. Serve as a general assistant and advisor to the SA President. Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters. Attend and plan the required weekly Program Board meetings, events planned by Cabinet Directors and committee members, etc.

Director of Special Interest

Serve as an interviewer and assist in the selection process for Cabinet. Serve as a primary liaison of the SA in their dealings with faculty and University administration in such matters designated by the SA President. Ensure the proper operation and oversight of those students assigned to administrative committees; and meet regularly with these, either individually or as a whole, in order to realize each position's goals. Work with the SA President and/or SA Vice President to coordinate other students to attend meetings if they are unable attend. Serve as a primary assistant and general counsel to the SA President

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. Maintain and update the Student Association Website and all materials contained within it, including; calendar of events, contact information, and all relevant forms. Ensure that all media and marketing efforts of the SA are of good quality and appropriate for publication.

Deputy Chief of Staff

Serve as an interviewer and assist in the selection process for Cabinet. Serve as a catch-all position to take the lead on executive level projects as deemed necessary by the SA President. Support in the execution of the duties of all other members of the Executive Council. Serve in various tasks concerning Senate. Serve as the primary assistant and advisor to the SA President.