

## **Undergraduate Student Council (USC) Vice President**

**What it's all about:** Supporting the USC President and presiding over the Student Senate

### **The Main Responsibilities:**

- Organize and chair regular Senate meetings throughout the semester. This includes preparing the agenda, taking attendance and ensuring the smooth running of these meetings in accordance with Robert's Rules of Order.
- Work closely with student senators to help them best represent their respective constituencies and fulfill their responsibilities toward the student body
- Regularly update the Student Body of the Senate's activities, writing summaries on the SGA Web site
- Coordinate with the USC Communications Director to publish Senate meeting minutes after each meeting on the SGA Web site
- Chair the Elections Taskforce to organize student government elections in the fall and spring
- Coordinate with Clubs Committee to ensure that the Senate is fully informed of club activities and that senators are prepared to allocate club budgets with all relevant information
- Support class representatives with their respective duties (Freshman: Thanksgiving, Sophomore: Worlds Fair, Junior: Work with careers, Senior: Graduation Gala)
- Meet regularly with the entire SGA Team (time and frequency to be determined each semester based on academic schedules)
- Attend and work at all SGA-sponsored events, determined at the start of each semester
- Hold five office hours in the SGA office each week during the academic year
- Participate in new student orientation
- Participate in SGA trainings and retreats and transition training with new SGA team in May
- Maintain information and transition manual for present and future SGA

### **The Perks:**

- €400 stipend each semester
- €500 Orientation payment each semester
- Monthly phone stipend
- Access to the SGA Office, including a work station, printing rights and a university phone line.

### **The Recommended Skills:**

- Strong organizational skills;
- Good public speaking;
- Willingness to learn from mistakes and take chances;
- Capacity to build consensus and lead assertively
- Deadline oriented;