



Executive Assistant Associated Student Government Job Description

Responsibilities:

The Executive Assistant of Emporia State University Associated Student Government will be responsible for completing the following task during their employment:

- 1) Serve as the Clerk of the Student Senate.
- 2) Take minutes at all student senate meetings and publish those minutes for all members.
- 3) Get minutes to ESU Printing Services for copying by the Monday following the ASG meeting
- 4) Serve as an ex-officio member of the Executive Committee.
- 5) Serve as Historian for the Associated Student Government and direct questions to appropriate members of ASG.
- 6) Report to the Vice-President.
- 7) Complete tasks assigned by the President or Vice-President of ASG.
- 8) Manage and update the ASG website regularly.
- 9) Direct questions to appropriate members of ASG
- 10) To provide overall office organization for the ASG section of the Center for Student Involvement
- 11) Coordinate the preparation and distribution of a monthly ASG e-newsletter to be sent to RSO's
- 12) Make major changes to ASG bulletin boards at the beginning of the academic year...This will make the remainder of the year easier with the addition of new agendas and minutes

Requirements:

- 1) Maintain a 2.0 GPA, except for first semester freshmen
- 2) Be a full time student

Logistics:

The Executive Assistant's position shall be paid on an hourly basis with a maximum of 10 office hours per school week, during the fall and spring semesters. The position will be a one-year term to be interviewed in the summer, hired in the fall, and lasting until the end of the spring semester.



Executive Assistant Application

Please Print or Type the Following:

Name: _____ Phone: _____

Address: _____ Major: _____

Classification: ___ Fr ___ So ___ Jr ___ Sr

Number of Hours Currently Enrolled In: _____ ESU G.P.A.: _____

Date: _____ Email: _____

Please discuss the following: Responses must be TYPED on separate paper.

1. Please describe your previous work experience and/ or campus and community activities.
2. What special skills and abilities do you possess that qualify you for this position?
3. Why are you interested in becoming the Executive Assistant for the Associated Student Government?
4. Discuss your goals for this position and how will you be effective and productive?
5. Are you available on Mondays at 3:00 p.m. for the 2007-2008 academic year to attend weekly ASG Cabinet meetings?

Due no later than Friday, June 29, 2007. Return to ASG President, Courtney George, in the Center for Student Involvement, Campus Box 4065 or at asgpres@emporia.edu.