



Treasurer Associated Student Government Job Description

Responsibilities:

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

- 1) Work with student organizations that have received funding to complete appropriate paperwork.
- 2) Prepare packets of information for student organizations and university departments to alert them to funding opportunities.
- 3) Serve as an ex-officio member of ASG Finance Committee.
- 4) Report to the chair of the ASG Finance Committee.
- 5) Work with the office manager of the CSI to record expenditures of organizations receiving funds through ASG.
- 6) Make periodic reports to ASG regarding the present standing of all organizations' allocations.
- 7) Coordinate the volunteer service program and log all hours reported by organizations.
- 8) Coordinate and facilitate the billing process for the Epson Poster Printer.

Requirements:

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

Logistics:

The Treasurer'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 and hired in the fall and lasting until the end of the spring semester. The President, Vice-President will interview candidates for the position.



Treasurer 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 Treasurer 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.