Administrative Assistant

The role of the USUSA Executive Council is to enhance the quality of student life through: academics, activities, student concerns, public relations, service, athletics, clubs, organizations and cultural events. This will also be done through individual college, extension, and graduate and legislative student representation.

Charter

I. Duties:
   A. The Administrative Assistant shall:
      1. Compile accurate record of the proceedings of the Academic Senate and Executive Council meetings and any other meeting as assigned by the President; minutes shall be available within 48 hours of each meeting.
      2. File and download all legislation, posting 1st and 2nd item readings of legislation online for students to read.
      3. Upload agendas and minutes from Academic Senate and Executive Council meetings onto the USUSA website.
      4. Update the Legislative Status Report
      5. Administer other office-related duties as designed by the President.

II. Programs Sponsored:
   1. Administrative Assistant Operations: This assignment is to prepare agendas and record minutes of all Academic Senate, Executive Council and Capital Support meetings. Responsibilities include the preparation and distribution of all Academic Senate, Executive Council, and Capital Support bills and resolutions. Additionally, the Administrative Assistant shall organize meeting time for Capital and Support meetings.
   2. Legislative Status Report: This record contains legislative items with their respective identification number, author name(s), and a content summary and applicable dates.
   3. Board of Trustees Report: This responsibility includes writing and framing the Resolution of Commendation for each Board meeting. You are also required to prepare the USUSA report and submit it with the Resolution of Commendation.
   4. Chief of Staff: The Administrative Assistant shall serve as the Chief of Staff for the USUSA President’s Cabinet. Duties as such include: preparing agendas, organizing goals, and coordinating cabinet member work.
   5. Stater’s Council: Prepare agendas and record minutes; schedule room; order food; provide updates on past legislation.
   6. Awards Banquet: The Administrative Assistant shall Chair this Ad Hoc Committee under the President. He/She shall work closely with the Student Leadership and Involvement Office to plan and carry out the banquet and the awards process.
   7. USUSA Information Booth: The Administrative Assistant shall organize the information booth schedule for USUSA Officers and members of the President’s Cabinet, schedule its use by clubs and organizations, and monitor the approval process for placement of propaganda at the booth.

III. Committee Assignments:
1. **USUSA Academic Opportunity Fund (Chair):** Manage the Academic Opportunity Fund in coordination with the Student Involvement and Leadership Center. The committee membership will consist of each college Senator. A report shall be compiled at the end of each year detailing to whom money was allocated.

2. **USUSA Classroom Improvement Fund (Chair):** Manage the Classroom Improvement Fund Committee in coordination with the VP of Student Services Office. See ECR 06-08 as well as the rules and regulations governing the Classroom Improvement Committee.

3. **USUSA Ad Hoc Committee Assignments**

4. **Ex Officio, Non-Voting:**
   a) USUSA Executive Council
   b) USUSA Academic Senate
   c) USUSA Capital and Support
   d) President Cabinet
   e) Stater’s Council
   f) Other Committees as assigned

IV. **Time Expectations:**
1. Officers will complete at least 2 hours daily in assigned office, for 10 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Officer will complete 1 info booth hour weekly.
3. Officer will complete at least 10 myVoice concerns weekly.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Administrative Assistant.

Printed Name:____________________________

Signed:____________________________

Date:______________________