

JOB TITLE: Associated Students of Centralia College Coordinator for Executive Affairs

RESPONSIBLE TO: The Associated Students of Centralia College, the Associated Students of Centralia College President, the Director of Student Life & Involvement, and Assistant Director of Student Life.

GENERAL DESCRIPTION: Coordinator for Executive Affairs is a voting member of the Associated Students Student Governing Board. This position's primary responsibility is to manage the ASCC Interview process, liaison to tutoring and record minutes of meetings for the ASCC Student Governing Board.

SPECIFIC RESPONSIBILITIES:

Assist, when needed, in all aspects of Student Life.

Work with the ASCC President on the creation of meeting agendas and have agendas available 24 hours before scheduled meetings.

Record official minutes of all Student Governing Board regular and special meetings. Minutes from a student governing board meeting must go out to all student governing board members and the student governing board advisor(s) within three business days of the meeting for comment.

All corrections must be submitted at least one day prior to the next student governing board meeting. Corrected minutes must be provided to all student governing board members and the student governing board advisor(s) at the beginning of the next student governing board meeting for approval.

Distributes the agenda and minutes to all student governing board members, student governing board advisor(s) and for posting in a timely manner.

Keeps attendance sheet and serves as the recorder for Inter-Club Council.

Make room reservations for all student governing board events.

In conjunction with the Director of Student Life & Involvement, coordinate the ASCC Selection/Interview Committee. (In the event this position is applying for office, another member of the ASCC Student Governing Board will take this responsibility.)

Serve as a member of the Curriculum Review Committee and Instructional Council,

Ensure that other students appointed to curriculum review, instructional council and ASCC Interview Committee attends meetings. Keep ASCC Vice President up to date on student appointee attendance.

Serve as the liaison to the Tutoring Center. Meet with the coordinator of the center once a quarter and report on events or issues to ASCC Student Governing Board.

Keep reports, records, and documents of student business on file for future reference.

Be the student lead on Movie Nights.

Meet at least once a quarter with the Vice President of Instruction.