Student Association at UWM
Oversight & Appeals Commission Job Description

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Deputy Commissioner</th>
<th>PAY RATE</th>
<th>EFFECTIVE DATE</th>
<th>END DATE</th>
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<tbody>
<tr>
<td>BRANCH</td>
<td>Oversight &amp; Appeals Commission</td>
<td>$12/hour</td>
<td>As soon as possible</td>
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<td>REPORTS TO</td>
<td>Oversight and Appeals Commission Chairperson</td>
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PRINCIPAL PURPOSE OF JOB:

The purpose of the Deputy Commissioner is to serve on the Oversight and Appeals Commission, acting as the chief executive and operational officer, and branch head of the OAC. The Deputy will assist in all administrative and operational business, as well as financial business established in the SA Senate approved budget of the OAC.

LEVEL OF AUTHORITY: Performs routine and non-routine tasks with only general directions.

WORK ENVIRONMENT: Work is performed mostly indoors in an office setting. Many hours will be spent on the phone, in the office, and on a computer. Some travel may be required.

ESSENTIAL JOB FUNCTIONS:

1. Attend regular, special, and emergency meetings and other proceedings of the OAC; and attend other meetings as necessary for its efficient and effective operations.
2. Chair meetings of the OAC in the absence of the Chairperson.
3. Be responsive to requests by any SA official for a special meeting or other proceeding of the OAC.
4. Participate in all activities, meetings, hearings, duties, and responsibilities of the OAC;
5. Assign all other Commissioners to appropriate areas after consultation with the entire OAC;
6. Assist in writing decisions of the OAC in cases arising from disputes and mediation.
7. Assist with coordinating in the creation and/or amendment of all OAC policies and procedures;
8. Swear in all SA officials in the absence of the Chairperson.
9. Assist the Chairperson who serves as the OAC and SA public records custodian and compliance officer, responsible for all records, physical and electronic, relating to the OAC and SA.
10. Attend all senate meetings.
11. Hold at least 6 office hours.
12. Other duties as assigned.

QUALIFICATIONS:

1. Must be a currently enrolled student, who is at least half time (6+ credits), at UW-Milwaukee.
2. Must have a working knowledge of the Student Association.
3. Must be able to work collaboratively and independently when necessary.
4. Must have good communication skills and be able to follow direction.
5. Prior experience interpreting complex documents and policies strongly preferred.
6. Prior experience chairing a committee and utilizing parliamentary procedure strongly preferred.
7. Prior administrative experience strongly preferred.
8. Must maintain at least a 2.5 Cumulative GPA and be in good standing with both academic and non-academic processes at UWM.
9. Must be available for the duration of the term.

OTHER:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Are you able to perform the essential functions of the job? YES______ NO_______

Signature ___________________________________________ Date _____________