



Student Association at UWM Executive Committee Job Description

JOB TITLE	Student Organization Appropriations Director	PAY RATE	\$12/hour
BRANCH	Executive Branch	EFFECTIVE DATE	June 1, 2021
REPORTS TO	Executive Committee and Senate	END DATE	May 31, 2022

PRINCIPAL PURPOSE OF JOB: To chair and oversee the Student Appropriations Committee process.

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

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. Preside over all meetings of the Student Appropriations Committee
2. Be responsible for responding to questions from RSOs on the SAC process, including meeting with student organization leaders in person
3. Keep regular contact with all SAC members, advisors, Student Involvement, and officers of the Student Association
4. Maintain records of all funds allocated and the amount of each allocation used
5. Propose a timeline and make arrangements for meetings, trainings, and hearings
6. Develop and present the SAC allocable budget to the Senate Finance Committee with SAPS
7. Stay up to date on relevant institutional policies governing student segregated fees
8. Assign tasks to SAC members when necessary
9. Prepare and distribute SAC meeting agendas
10. Approve grant name changes in accordance with SAC bylaws
11. Attend Senate meetings and provide reports as necessary
12. Serve as a voting member of the Executive Committee

13. Facilitate policies and allocations in a manner that is fiscally responsible, fair, and holds both RSOs and SAC to the highest standards of accountability
14. Hold at least 10 office hours per week
15. Any other responsibilities as outlined in the SAC bylaws

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 and SAC process
3. Must have good verbal and written communication skills, be able to follow direction, and work collaboratively and independently when necessary
4. Must have strong organizational and time management skills
5. Preferred experience: managing a budget, interpreting complex policies and procedures, parliamentary procedure, chairing meetings, operating in a financial role, and balancing numerous projects
6. Must maintain at least a 2.5 Cumulative GPA
7. Must be available for the duration of the term, including during Summer 2021.

OTHER:

1. 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 _____