



Student Association at UWM Executive Committee Job Description

JOB TITLE	Secretary and Office Manager	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 oversee all records of the Student Association. Additionally, the Secretary will be required to prepare and distribute the agenda, public notice, and minutes for all meetings of the Executive Committee, Senate, Student Appropriations Committee, and the Senate Finance Committee. As Office Manager- oversee all office activities and manage administrative assistants.

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 by the Student Association Executive Committee and the Student Association Oversight and Appeals Commission (OAC).

ESSENTIAL JOB FUNCTIONS:

1. Prepare and distribute the agenda and Public Meeting Notice for all meetings of the Student Association Executive Committee and Senate. Coordinate with Treasurer and Student Organizations Appropriations Director to distribute agenda and Public Meeting Notices for Student Appropriations Committee and Senate Finance Committee.
2. Take and distribute minutes for all meetings of the Student Association Executive Committee and Senate. Coordinate with Treasurer and Student Organizations Appropriations Director to organize minutes for Student Appropriations Committee and Senate Finance Committee.
3. Develop SA staff and office policies and procedures, subject to approval by the Executive Committee.

4. In conjunction with the OAC Records and Administration Commissioner, oversee the management and filing of all Student Association documents.
5. Distribute official Student Association documents to specified recipients.
6. Serve as a voting member on the Executive Committee.
7. Serve as the Student Association office manager, which includes, but is not limited to, oversight of office supply ordering and inventory, supervision of administrative assistants, management of the SA office access list, coordination of necessary maintenance requests, and ensuring a clean office space.
8. Hold at least 10 office hours per week.

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 have good communication skills, be able to follow direction, and work independently when necessary.
4. Must have strong organizational and time management skills, as well as demonstrated strong writing ability.
5. Must have experience handling complex organizational processes.
6. Experience taking minutes, operating in an administrative or secretarial role, and balancing numerous projects is preferred.
7. Must maintain at least a 2.5 Cumulative GPA
8. Must be available for the duration of the term, including 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 _____