



Position Descriptions

Administration:

Marketing Managing Director:

Position: Provides a link between each department and the executive branch. Works with the director of each division, supports them in areas of concern, and assists them in the promotion of their services. Position coordinates overall public relations and publicity for the corporation, including the coordination of various tabling events. The Director is also responsible for planning corporate celebration events (Picnics, Orientation) and an annual showcase event (SBI Day). The Director is also a co-chair of the 2070 Corporate Planning Committee.

Qualifications: Candidates should have the ability to work with a large number of people, facilitating harmony and good rapport. They should have the ability to plan events by coordinating people, resources, time and money. Strong background experience in the Adobe Creative Suite is necessary. The ideal candidate would also be self-motivated with good organizational and time management skills.

Marketing Designer(s): (3)

Position: Designs the layout of Advertising for flyers, magazine and digital ads. Position utilizes current computer layout programs such as Illustrator, Photoshop and InDesign.

Qualifications: Experience with layout or design is beneficial with special emphasis on the aforementioned programs. Candidate must have the ability to creatively and coherently depict information in an aesthetic manner. Must have good time management skills and be able to produce within deadlines. Candidate should have the ability to receive constructive criticism on proofs of advertisements and work promptly *to address design issues and adhere to tight deadlines.*

Accounting Associate:

Position: Position reconciles encumbrance requests with actual receipts and usage. Assists in the analysis and maintenance of divisional budgets. Assists the Treasurer with the Programming Grant Committee and is responsible for the promotion, collection and distribution of awards. Assists personnel in the accounting office. Also assists the Treasurer in the analysis of the financial standing of the corporation and may be required to maintain and create various spread sheets.

Qualifications: Must have an interest in and understanding of accounting and financial management. Attention to detail and accuracy is necessary. Computer experience utilizing Excel is also desirable.

Information Systems:

Information Systems administers SBI technological resources. Our areas of responsibility include Windows system administration, application development, Web site maintenance and user training. Our staff is comprised of a professional manager and two students.

Assistant:

Position: Assists in management of SBI technology, focusing primarily on Windows system administration, PC maintenance, software/hardware troubleshooting, and user training. This is a 15-hour per week position.

Qualifications: Advanced knowledge of Windows and Microsoft Office; PC hardware; Scripting ability or Mac/Unix experience is a plus.

SBI Legal Assistance:

Legal Assistance provides students with legal advice, assistance, and referrals in a broad area of student legal concerns, including, but not limited to, landlord/tenant problems, contract/lease review, vehicular violations, and debtor/creditor issues. The office provides access to a professional lawyer and legal researchers who research issues that are relevant. The office also offers educational publications and seminars/workshops on a variety of legal concerns.

Student-Wide Judiciary Chief Student Defender & Assistant:

Position: Responsible for presenting any student's defense in the Student Wide Judiciary system. Position must adhere to the SWJ by-laws, and existing regulations when defending a student before the court. Position represents the Legal Assistance Department to the University community and the University Administration. Position is expected to perform research on behalf of his/her clients and to prepare a complete defense. Reports to the Director.

Qualification: Must be law student who has a working knowledge of the law in general, legal research skills, and a firm understanding of the rules and regulations regarding student conduct at this university. Candidate must be flexible in terms of time commitment since the court convenes weekly. Position requires good communication skills.

Ticket Office:

Service designed to sell tickets for events, merchandise for student organizations, and usher services for programs and events.

Assistant Manager: (Administrative Assistant)

Position: To assist in day to day operation of the ticket office. Shall maintain and monitor all Ticket Office resources. Assist student organizations in the setup of events by helping determine price(s), selling options and ticket design. Shall input all scheduled events in the Ticket Office database and on the Ticket Office webpage(s). Position shall act as a cashier when needed.

Assistant Manager: (Head Cashier)

Position: Shall assign and prepare all staff resources for box office and on-site events. Position shall assist in the review of all timesheets and mileage submissions. Position shall maintain a file for each staff member. Assist student organizations in the setup of events by helping determine price(s), selling options and ticket design. Shall input all scheduled events in the Ticket Office database and on the Ticket Office webpage(s) and act as a cashier when needed.

Health and Safety Services:

The Health Education division provides a broad array of educational services to students in the area of health and safety services. Program areas within the Health Education division are Safety Services, and Education/Awareness Activities. This is a service designed to promote awareness of issues such as rape, sexual assault, and domestic violence within the university and outside community through educational and functional programs. The functional programming includes a safety shuttle to the University Heights area. The educational portion includes workshops and awareness events focusing on sexual and domestic violence prevention.

Safety Services Supervisor

Position is responsible for administrative duties and supervision of SBI Safety Services student staff/volunteers and maintains on-call availability when Safety Services are operating. Prior supervisory experience preferred. Valid driver's license and clean driving record required. Approximately 15 hours per week is expected.

Safety Shuttle Coordinator

Position: Responsible for coordinating Safety Shuttle services. Included in that task is the recruitment, training and scheduling work-study and volunteers who provide the services. Assist with programming and awareness events.

Qualifications: Must have good organizational, management, and communication skills. Must have valid driver license and be eligible for Van testing for Safety Shuttle positions only. Must be able to coordinate, schedule and organize a staff. Must complete Peer Education Training provided by Health Education.

Safety Shuttle Drivers

Position: Responsible for the operation of the Safety Shuttle. Keep statistics related to service.

Qualifications: Must have valid driver license and be eligible for Van testing. Must complete Peer Education Training provided by Health Education.

Compensation: An hourly rate of \$9.75.

WRUB, an SBI Broadcast Station:

WRUB is the student run radio station at UB. Currently the station is broadcast through the cable television system on campus as well as a real audio transmittal through the World Wide Web. Through this conduit, the station supplies the community with diverse student oriented programming, provides educational and learning experience in the field of organization and broadcasting and acts as the voice of the student population. Additionally, the station broadcasts a weekly music video program called WRUB TV that airs on Public Access and on campus cable television.

General Manager:

Position: Responsible for managing the station and staff on a daily basis. Manager establishes a framework for management that is concurrent with the FCC guidelines and SBI Administrative policy. Prepares an annual budget with the Treasurer and monitors that budget throughout the year. This position reports to the Executive Director and Executive Committee. He/She is also responsible for advancing the station in its development towards an FCC FM frequency license. The recruitment and training of a station volunteers is of great importance to this position.

Qualifications: Some knowledge and interest in radio/broadcasting crucial. Experience with good communication skills and the ability to manage a staff of personnel and direct their efforts toward a common goal. Should be able to learn and work with an annual budget. The ideal candidate would be highly self motivated and have a “vision” of where the station should be headed in the future.