



## Job Descriptions for Student Cabinet Positions:

### **President:**

- Provide overall leadership and direction to the Student Cabinet.
- REPRESENT the student body in university meetings and events.
- Coordinate and oversee the activities of the various ministries and secretaries.
- Foster a collaborative and inclusive environment within the Student Cabinet.
- Act as a liaison between the Student Cabinet and university administration.

### **Vice-President:**

- Support the President in their responsibilities and act as their backup when needed.
- Assist in coordinating and overseeing the activities of the various ministries and secretaries.
- Collaborate with the President to ensure effective communication and decision-making.
- Represent the student body in the absence of the President.

### **Chief Executive:**

- Manage the day-to-day operations of the Student Cabinet.
- Ensure effective communication and coordination among all ministries and secretaries.
- Oversee the planning and execution of events and initiatives.
- Monitor the progress of projects and provide support and guidance as needed.
- Collaborate with the President and Vice-President in decision-making and problem-solving.

## **Ministries and Secretaries:**

### **Minister of PR and Branding:**

- Develop and implement strategies to enhance the public image and reputation of the Student Cabinet.
- Coordinate promotional campaigns and events.
- Ensure consistent branding and messaging across all communication channels.

### **Secretary of Photography and Videography:**

- Capture and document events and activities through photography and videography.
- Edit and produce high-quality visual content for promotional purposes.
- Maintain a library of visual assets for future use.
- Collaborate with other secretaries to ensure visual content aligns with the Student Cabinet's branding.

Secretary of Design:

- Create visually appealing graphics, posters, and promotional materials.
- Assist in designing and maintaining the Student Cabinet's visual identity.
- Collaborate with other secretaries to ensure consistent design elements across all communication channels.
- Provide support for design-related needs of the various ministries and secretaries.

Secretary of social media:

- Manage and maintain the Student Cabinet's social media accounts.
- Develop engaging content and strategies to increase online presence and engagement.
- Monitor and respond to inquiries and feedback from the student body.
- Collaborate with other secretaries to ensure effective communication and promotion through social media platforms.

**Minister of Clubs and Chapters:**

- Oversee the functioning and growth of student clubs and chapters.
- Provide support and resources to club leaders and members.
- Foster collaboration and networking among different clubs and chapters.
- Organize events and initiatives to promote club activities and membership.

Secretary of Internal Affairs:

- Coordinate and manage internal operations of the student clubs and chapter.
- Maintain records, documents, and minutes of meetings.
- Assist in organizing meetings and events.
- Handle internal communications and ensure effective information flow within the Student Cabinet.

Secretary of Resource and Finance:

- Manage the Student Club's budget and financial resources.
- Coordinate fundraising activities and sponsorship opportunities.
- Assist clubs and chapters in budget planning and financial management.
- Maintain financial records and prepare reports as required.

**Minister of Academics:**

- Promote academic excellence and support student success.
- Collaborate with academic departments to address student concerns and suggestions.
- Organize workshops, seminars, and events related to academic development.
- Develop initiatives to enhance the overall academic experience of students.

Secretary of Project Department:

- Manage and oversee projects initiated by the student.
- Coordinate project teams and ensure timely completion of deliverables.
- Monitor project progress and provide support and guidance as needed.

- Collaborate with other secretaries to ensure alignment with overall Student Cabinet goals.

Secretary of Academics Affairs:

- Act as a liaison between the Student Cabinet and university academic departments.
- Address student concerns and suggestions related to academic matters.
- Organize and facilitate meetings between students and academic faculty.
- Assist in developing academic policies and initiatives.

Secretary of Research Department:

- Promote research and scholarly activities among students.
- Organize research-related events, conferences, and competitions.
- Support students in their research endeavours and provide resources and guidance.
- Collaborate with other secretaries to integrate research initiatives with other Student Cabinet activities.

**Minister of Corporate Relations:**

- Establish and maintain relationships with corporate partners and sponsors.
- Identify sponsorship opportunities for Student Cabinet events and initiatives.
- Coordinate networking events and career fairs in collaboration with other ministries.
- Facilitate collaborations between students and industry professionals.

Secretary of Corporate Relations Ministry:

- Support the Minister of Corporate Relations in managing corporate relationships.
- Assist in identifying and pursuing sponsorship opportunities.
- Maintain a database of corporate contacts and communication records.

**Minister of Communications and Website:**

- Develop and implement communication strategies for the Student Cabinet.
- Manage the Student Cabinet's website and ensure up-to-date and relevant content.
- Coordinate with other ministries and secretaries to communicate initiatives and events effectively.

Secretary of Website:

- Manage and update the Student Cabinet's website content.
- Ensure the website is user-friendly and visually appealing.
- Collaborate with other secretaries to integrate website updates with their respective ministries.
- Monitor website analytics and user feedback to improve user experience.

Secretary of Communication:

- Assist in developing and implementing communication strategies.
- Maintain the Student Cabinet's communication channels, such as email lists and messaging platforms.
- Collaborate with other secretaries to ensure consistent and effective communication.

**Minister of Placement:**

- Facilitate career development and job placement opportunities for students.
- Coordinate with industry professionals, recruiters, and alumni for placement initiatives.
- Organize career workshops, mock interviews, and networking events.
- Provide resources and guidance for resume writing, interview skills, and job search strategies.

**Secretary of Placement:**

- Assist the Minister of Placement in organizing placement initiatives.
- Maintain a database of job opportunities and internship programs.
- Provide support to students in their job search process.

**Minister of Alumni:**

- Engage and maintain connections with alumni.
- Organize events and initiatives to foster alumni-student interactions.
- Develop mentorship programs and career support for current students.

**Secretary of Alumni Ministry:**

- Support the Minister of Alumni in managing alumni relations.
- Coordinate alumni events and initiatives.
- Maintain a database of alumni contacts and communication records.
- Facilitate networking opportunities between alumni and current students.

**Minister of International:**

- Coordinate collaborative initiatives, including student exchanges and joint research projects.
- Serve as a liaison between the Student Cabinet, university administration, faculty, and international partners.
- Provide support and guidance to students participating in international exchange programs.
- Maintain records of collaborative activities and prepare reports on progress and impact.

**Secretary of International Ministry:**

- Assist the Minister of International in managing international.
- Provide support and guidance for international university to students.
- Coordinate cultural exchange programs and events.