

UNVIERSITY OF IOWA STUDENT GOVERNMENT

Executive Cabinet and Executive Officer Positions

Chief Financial Officer: The Chief Financial Officer will assist all Student Government branches with the preparation of financial document, oversee all of Student Governments general and supplemental accounts, serve as a non-voting, ex-officio member of the Student Assembly Budgeting and Allocations Committee (SABAC), collaborate with the SABAC Chair to ensure compliance with University regulations and uniform financial practices, create and maintain a budgeting timeline for the fiscal year. In addition, the Chief Financial Officer shall compile reports detailing Student Activity Fee allocations and expenditures. The Chief Financial officer will serve a minimum of 15 hours per week.

Chief of Staff: The Chief of Staff will organize executive officer meetings, manage the internal day-to-day operations of the Executive Branch (e.g., ensure that all minutes of UISG are maintained and made available, schedule meetings, keep and update of scheduled office hours). The Chief of Staff will be responsible for other support staff for the successful operation of the reception desk, and serve as liaison to office guests. The primary duty of this person will focus on managing staff and ensuring student government transparency. This position will require a presence in the UISG office for 20 hours a week.

Executive Assistant to the President: The Executive Assistant will be working closely with the President and Vice President to implement the platform initiatives. The Executive Assistant will serve as the project leader for multiple platform items and will closely between the executive branch, legislative branch, and administration. The primary duty of this person will be to act as a liaison and resource to the President and Vice President in overseeing the completion of the presidential platform. This position will require a presence in the UISG office for 20 hours a week.

Communications Specialist: This position will work on all presidential initiatives as it pertains outreach and public relations. This position will work with all executive officers on a weekly basis, in addition to working to with the media and being the liaison to IMU Marketing and Design, be responsible for handling relations with the media, coordinating publicity for UISG-sponsored activities, and promoting the UISG and UISG-sponsored events to the University of Iowa community through the UISG Website, writing a quarterly newsletter, and other means of communication. In addition, this position will assist in the development of promotions for student activities through informational seminars, forums and outreach programs. This position will serve a minimum of 15 hours per week.

Diversity Liaison: Work to develop practices and an environment for the undergraduate student body, student organizations, and UISG to be inclusive as possible to all forms of diversity on campus. Be an advocate for undergraduate students and student organizations to assist to make sure equal representation and equality is given to all opportunities (e.g. funding, involvement, collaboration). This position will be expected to coordinate the UISG Diversity campaign as well as be a visual and supportive liaison to all constituencies on campus. This position will serve a minimum of 12-15 hours per week.

Governmental Relations Liaison: The Governmental Relations Liaison will coordinate the Fall 2012 get-out-the-vote efforts on campus and be heavily involved in the state legislative process at the State Capitol in the spring. Additionally, the liaison must be committed to lobbying on behalf of students with state legislators, Governor, Governor's Staff, legislative staff, Board of Regent members and staff, and other business, UI Administrative, and community leaders on a weekly basis in the spring semester to advance the needs of students. This position will serve a minimum of 12-15 hours per week.

Secretary: The Secretary will ensure that all minutes of the UISG legislative meetings are maintained and made available. The position will assist the Speaker and Speaker Pro-Tempore with daily tasks, be jointly responsible with other support staff for the successful operation of the reception desk, and serve as liaison to office guests, assist in the development and execution of legislative branch directives. This position will also be responsible for supporting the Executive Branch on various projects. This position will serve a minimum of 10 hours per week.

Sustainability Liaison: The Sustainability Liaison will work in conjunction with the Office of Sustainability to support university sustainability initiatives. Additionally, this position will develop and coordinate UISG related student-centered sustainability initiatives through out the year. Additional efforts include Earth Week, and the sustainability campaign in the spring. This position will serve a minimum of 12-15 hours per week.

Vice City Council Liaison: The Vice City Council Liaison will be responsible for duties expected of the City Council Liaison. This position will maintain a strong relationship between the City Council and the UISG by giving reports to City Council on student-city relations, communicate with UISG on community issues, and assist in collaborative efforts between UISG and the City Council. In the event that the City Council Liaison cannot fulfill his or her duties, the Vice City Council Liaison will be responsible. This position will serve a minimum of 5-7 hours per week.