

Job title	<i>Executive Vice President of Academic Affairs, Student Government</i>
Reports to	<i>Student Body Vice-President and Director of Student Activities Office (SAO)</i>

Job purpose

The purpose of the *Executive Vice President (EVP) of Academic Affairs (AA)* is to represent students and advocate on their behalf with any issues regarding curriculum, departmental affairs, faculty issues, learning resources (library), and any other Academic Affairs issues. The EVP of Academic Affairs will lead the Academic Affairs Committee and together, they will create proposals and distribute Academic Attendance and Presentation grants to undergraduate students. The EVP of Academic Affairs must maintain relationships with the student body, faculty, and administration and actively attend all of the required meetings.

Duties and responsibilities

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the EVP of Academic Affairs:

Summer Preparation:

- Begin creating the vision and goals for the position in the upcoming year.
- Complete any assigned readings or duties in preparation for Leadership Development Week at Honey Rock.
- Connect with the Study Body President, Vice President and other SG Board members.

Beginning of the Year Tasks:

- Write Executive Summary.
- Create applications and advertise for the Academic Affairs Committee.
- Connect with Provost and Dean of Curriculum and Advising to begin introductions with other Academic Affairs related departments.

Student Government Board Related Duties:

- Write weekly reports to the Administrative Manager, Student Body Vice-President and Student Body President to update board members and advisors.
- Prepare for each Boardroom by reading all necessary material.
- Create proposals and For the Good of the Orders to be submitted to the board.
- Communicate regularly with SG Business and Services manager to carefully track grant funds.

Meet Weekly or Bi-Monthly with Academic Affairs Committee:

- Appoint committee members at start of semester.
- Create agenda and talking points for each meeting.
- Advertise and distribute Academic Attendance and Presentation Grants.
- Discuss initiatives, ask questions, and brainstorm ideas on how to improve the college's academic and campus structural ecosystems.
- Delegate responsibilities and assign projects and deadlines.
- Create and pass proposals relating to academic policy.

Meet Monthly w/ Faculty Academic Policies Committee

- Introduce and connect with the Faculty Chair of the Academic Policies Committee.
- Read up and prepare to speak on behalf of the student body.



Meet Quarterly with the Board of Trustees Academic Affairs Meeting:

- Send a one-paragraph biography of yourself at the beginning of the school year to the Student Body President for the Board of Trustees approval.
- Before the Trustee meeting, read up on agenda and/or materials and be prepared to speak on behalf of the student body.

Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of the EVP of Academic Affairs.

Qualifications include:

- Possess excellent leadership, interpersonal and communication skills
- Strong teamwork and collaboration skills
- Motivated and resourceful
- Project and process management capabilities
- Ability to write professional emails and reports
- Strong problem-solving skills and demonstrated ability to take initiative and critically analyze information and procedures in a push toward constant improvement
- Strict attention to detail while able to prioritize issues appropriately
- Must be hands-on and be willing to roll up your sleeves to perform any and all responsibilities needed to ensure success
- Very organized and able to properly collect and store data in a readable manner

Working schedule

While most of the required responsibilities of EVPAA can be incorporated into your schedule flexibly, there are other unique, one-time, or sporadic responsibilities that may be omitted but are an aspect of this role. These are unchanging commitments that must fit your schedule:

General Board Schedule

- Weekly SAO Office Hours [date/time chosen at beginning of semesters]
- Weekly Wednesday Boardroom [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

EVPAA Schedule

- Weekly Academic Affairs Committee meetings [one hour]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]
- Monthly Academic Policies Committee Meetings [Tuesdays, 3:45 – 5pm]
- Quarterly Academic Affairs Board of Trustees Meeting [1.5 - 2 hours]

Approved by:	<i>Sarah Yoon, 2019-20 Student Body President</i>
Date approved:	<i>February 13th, 2020</i>
Reviewed:	<i>February 13th, 2020</i>