



EIU STUDENT GOVERNMENT ASSOCIATION

EIU VICE PRESIDENT ACADEMIC AFFAIRS - JOB DESCRIPTION

The role of the **EIU VICE PRESIDENT ACADEMIC AFFAIRS** hereinafter referred to as “VPAA” shall be to serve as an advocate on behalf of the EIU student body to the EIU Administration in university functions, issues and matters. The VPAA shall serve as the Chief Academic Affairs Officer of the EIU Student Body. The VPAA shall oversee development of academic programs, identify and investigate academic issues. The VPAA shall have the power to appoint EIU student representatives to serve on standing university committees. The VPAA shall act as a liaison for the EIU Faculty Senate and EIU Council on Academic Affairs (CAA). The VPAA shall serve as a student representative and liaison to University Grade appeals System. The VPAA shall act as a liaison for the EIU Student Deans of the Colleges. The VPAA shall serve as the presiding officer over the EIU Student Deans Advisory Council.

Furthermore, the VPAA shall be held to higher standards of excellence, empowered to make executive decisions and take executive action on behalf of the EIU Student Body. The EIU Vice President Academic Affairs shall carryout duties as set forth in the EIU Student Government constitution, the bylaws, and/or assigned by the SLO. The EIU Vice President Academic Affairs shall serve an official term in office from July 1- June 30 of each school year from time of election or appointment.

The **EIU VICE PRESIDENT ACADEMIC AFFAIRS** shall be responsible for the overall coordination and planning of SG “Signature” projects, activities and initiatives that include but are not limited to the following:

- 1. EIU “with the Prez” Event**
- 2. EIU Student Distinguished Professor Awards**
- 3. Dining with the Deans**



The **EIU VICE PRESIDENT ACADEMIC AFFAIRS** shall be responsible for:

1. Regularly interacts and meets with EIU administration on university matters
2. Regularly promotes student outreach and social interactions within the EIU Student Body
3. Regularly attends EIU Student Government sponsored events/activities as required.
4. Regularly serves on university committees as a representative of the EIU Student Body.
5. Annually oversee student representation and appointments to university-wide committees
6. Annually provides a SG Executive End of the Year Report
7. Establish and maintain regular weekly/bi-weekly meetings with SG Advisor(s)
8. Maintains regular office hours of at least **8-10** hours per week.
9. Regularly attends all EIU Student Government general body & executive meetings.
10. Regularly attends Spring/Fall SG Executive Transition/Orientation.
11. Maintaining accurate files, records, reports in conducting EIU Student Government business.
12. Maintain good disciplinary **AND** academic standing with a minimum 2.75 cumulative GPA



13. Shall have all expenditures approved in advance and assist with budget allocation process.
14. Shall adhere to SG policy and procedures in the EIU Student Body Constitution & By-laws
15. Shall contribute and complete **10** hrs of EIU community service per semester.



Project	Deadline	Completed	RANK
Shall establish weekly SG Execs. Office Hours.			
Shall establish weekly/bi-weekly 1:1 meetings with SG Graduate Advisor(s) .			
Shall establish weekly/bi-weekly SG Executive Meetings to insure communication and collaboration			
Shall establish monthly SG Executive Meetings with EIU President & VP Student Affairs .			
Shall attend SG Executive Officer Transition/Orientation Meetings .			
Shall develop an annual budget of anticipated expenditures associated with VPAA projects, activities or initiatives			
Shall maintain "master" file of all documents, memos, letters, etc. associated with VPAA programs, activities or initiatives.			
Shall have a working knowledge and understanding of SG Constitution & By-laws and university procedures.			
Shall establish and ensure the execution of VPAA goals, platform initiatives, responsibilities and commitments.			
Shall establish 1-4 " New " SG Initiatives per year			
Shall review and establish timelines/deadlines/budget proposals for ALL VPAA " Signature " projects, programs or initiatives each semester. i.e. – " <i>with the Prez</i> " Event, <i>EIU Student Distinguished Professor Award</i> , Dining with the Deans, etc,			
Shall establish timeline to recruit, select and appoint student representative to university-wide committees. i.e. Faculty Senate, CAA			



Shall establish regularly meetings with EIU Student Academic Deans			
Shall preside over EIU student dean representatives to the EIU Student Deans Council Meetings			
Shall oversee planning and coordination of the “ EIU Student Distinguished Professor Awards ”			
Shall establish a SG Exec. End of the Semester Report at the close of each semester reporting the status of the VPAA programs/projects/initiatives.			
Shall complete SG Executive Officer’s Evaluation Process – Semester			
Shall oversee transition of the next VPAA explaining their role, duties, responsibilities during the last month of the current VPAA term of office			