



EIU STUDENT GOVERNMENT ASSOCIATION

EIU VICE PRESIDENT STUDENT AFFAIRS - JOB DESCRIPTION

The role of the **EIU VICE PRESIDENT STUDENT AFFAIRS** hereinafter referred to as “VPSA” 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 VPSA shall be the Chief Student Affairs Officer of the EIU Student Body. The VPSA shall oversee review and approval of all “New” Registered Student Organizations (RSO’s). The VPSA shall act as a liaison for the EIU student body pertaining to Student Affairs campus life, services and programs. The VPSA shall have the power to appoint EIU student representatives to serve on standing university committees. The VPSA shall serve as the presiding officer over the Diversity in Action Council (DAC).

Furthermore, the VPSA 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 Student 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 Student 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 STUDENT 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 Pantherpalooza Student Involvement Fair(s)**
- 2. EIU Diversity in Action Council/Commission (DAC)**
- 3. Registered Student Organization (RSO’s) Audits**



The **EIU VICE PRESIDENT STUDENT 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 adhere to SG policy and procedures in the EIU Student Body Constitution & By-laws
14. Shall contribute and complete **10** hrs of EIU community service per semester.



EIU VICE PRESIDENT STUDENT AFFAIRS - Project List

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 VPSA projects, activities or initiatives			
Shall maintain "master" file of all documents, memos, letters, etc. associated with VPSA 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 VPSA goals, platform initiatives, responsibilities and commitments.			
Shall establish 1-4 " New " SG Initiatives per year			
Shall collaborate with campus entities on publicizing and improving RSO's outreach, recognitions, programs and communications to the student body. i.e. EIU Student Leadership Wall			
Assist with development of campus life support services/programs for RSO's that include but not limited			



to improving support of athletic programs, music and arts, student Union programs/policies/spaces, and campus marketing. i.e EIU Panther Life App.			
Shall review and establish timelines/deadlines/budget proposals for ALL VPSA “Signature” projects, programs or initiatives each semester. i.e. – Pantherpalooza Student Involvement Fair(s), etc,			
Shall establish timeline to recruit, select and appoint student representative to university-wide committees.			
Shall oversee the establishment of RSO General Assembly/RSO House of Student Representatives			
Shall oversee planning and coordination of the “EIU Pantherpalooza Student Involvement Fair(s)”			
Shall establish a SG Exec. End of the Semester Report at the close of each semester reporting the status of the VPSA programs/projects/initiatives.			
Shall complete SG Executive Officer’s Evaluation Process – Semester			
Shall oversee transition of the next VPSA explaining his/her role, duties, responsibilities during the last month of the current VPSA term of office			