



Suite 350 Student Union Amherst, New York 14260

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## 2018-2019 SA Job Descriptions

Below you will find the 2018-2019 Academic year SA Job Descriptions. If you have any questions, please feel free to email us at [ubsa@buffalo.edu](mailto:ubsa@buffalo.edu).

### Executive Assistants:

#### **CHIEF OF STAFF JOB DESCRIPTION:**

The SA Chief of Staff plays a key role in the daily operations of the Undergraduate Student Association. The Chief of Staff acts as a point of contact between the E-Board and all SA employees or other stakeholders. The Chief of Staff serves as confidante and right hand for the E-Board and assists SA Directors in various ways. The Chief of Staff should support the Student Association's functions according to circumstances and needs.

#### **Expectations:**

- Report to the SA Executive Board (President, Vice President and Treasurer)
- Host 12-15 consistent office hours each week
- Maintain consistent communication with the SA Executive Board
- Assist in the supervision and management of the office and office staff; such responsibilities include hiring new employees, scheduling hours/tasks, monitoring completion of tasks and administering disciplinary procedures when necessary
- Serve as the point contact for any and all staff concerns
- Properly document internal complaints in adherence to the SA human resources protocol
- Plan SA staff meetings at the request of the SA Executive Board
- Plan Directors meetings once a week
- Attend department meetings once a month and ensure department directors are hosting weekly department meetings
- Plan and implement the annual staff orientation
- Coordinate any additional staff training sessions as necessary
- Implement the process of collecting staff feedback/evaluations
- Plan, implement and monitor the SA Mentee program
- Serve as a proxy for the SA Executive Board when needed (examples may include SA Assembly meetings, Senate meeting and administrative meetings)
- Complete additional tasks as assigned by the SA Executive Board
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

### **ELECTIONS AND CREDENTIALS CHAIR JOB DESCRIPTION:**

- Report to the Executive Board (President, Vice-President and Treasurer) and Chief of Staff
- Maintain an average of 5-7 office hours each week and remain accessible via email.
- Complete all required duties as set forth by the Student Association Constitution.
- Must be fair, impartial and expedient.
- Must work to form a fair and unbiased Elections and Credentials (E&C) committee.
- Oversee Student Association elections including the SA Senate elections, SA Executive Board elections, Council Coordinator elections and club elections.
- Must maintain constant and continuous communication with the membership of the Elections and Credentials Committee.
- Coordinate and schedule Election and Credentials (E&C) Committee members to be present at general elections and club elections.
- Maintain a thorough understanding of the SA Constitution & election regulations.
- Ensure all elections are held within SA election guidelines while maintaining proper legal procedure.
- Inform the SA Clubs of the proper election procedure (through presentations and possibly the creation of additional handouts).
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

### **TRANSPORTATION COORDINATOR JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff.
- Host 10-12 consistent office hours each week and remain accessible via email.
- Coordinate club van reservations through SA's partnership with Enterprise.
- Maintain accurate records and scheduling for van reservations.
- Responsible for communicating and enforcing the SA Vehicle Policy
- Coordinate vehicle testing procedure throughout the year to determine who qualifies for van usage.
- Responsible for maintaining a fair system for vehicle requests and approval. Must give timely notification of denial or approval of requests.
- When necessary, arranging for reservations of the SA cargo van and trucks.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

## Media and Marketing Department:

### DIRECTOR OF MEDIA AND MARKETING JOB DESCRIPTION:

- Report to the Executive Board (President, Vice President & Treasurer) and Chief of Staff
- Host 12-15 consistent office hours each week
- Manage the SA Marketing Department and staff.
- Work with the Head Outreach Coordinator and Head Graphic Designer to ensure promotional materials are being created and distributed in a timely and high quality manner.
- Assign and assist the SA *Photographers and Videographers* to ensure event photos and videos are properly edited & distributed.
- Organize and facilitate meet & greet passes to large events
- Organize and facilitate press at large events- both on-campus and off-campus publications.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled Directors meetings to facilitate interdepartmental collaboration.
- Submit regular department reports to Chief of Staff and SA President containing all department functions and requests.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

### PUBLIC RELATIONS MANAGER JOB DESCRIPTION:

1. Report to the Executive Board, Chief of Staff and Media & Marketing Director and event director on day of show.
2. Host 10 consistent office hours each week.
3. Manage all social media resources used by the Student Association (including Facebook, Snapchat, Instagram & Twitter).
4. Post regular updates on SA's social media pages and website about upcoming events, available services and opportunities.
5. Update the SA website and Facebook page with events as requested by clubs, the Entertainment Department, the Executive Board & the Director.
6. Responsible for creating and distributing press releases for the Student Association to local media outlets including on-campus and community publications, relevant and university departments
7. Responsible for answering questions about events on the SA social media outlets and maintaining pages during large events

8. Responsible for local media outlets in attendance at large events, under supervision of the Director
9. Implement new and innovative ideas to further increase SA's visibility to the student body.
10. Assist with general SA promotion (posting fliers and distributing quarter sheets) as necessary
11. Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
12. Attend all department meetings.
13. Complete additional tasks as assigned by the Executive Board, Chief of Staff and Media & Marketing Director.
14. Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **OUTREACH COORDINATOR JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Media & Marketing Director, and Head Outreach Coordinator.
- Attend all scheduled promotional hours and events.
- Assist SA clubs and departments with their marketing efforts.
- Help implement new and innovative ideas to further increase SA's visibility to the student body.
- Assist with general SA promotion (posting fliers and distributing quarter sheets) as necessary.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend department meetings
- Complete additional tasks as assigned by the Executive Board, Chief of Staff and Media & Marketing Director, and Head Outreach Coordinator
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **PHOTOGRAPHER JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Media & Marketing Director.
- Work approximately 8-12 hours each week as scheduled by the Media & Marketing Director.
- Must provide your own camera for photography assignments.
- Responsible for providing photographs for SA records, marketing and promotion efforts, or other photographic needs.
- Provide SA, SA Departments and SA clubs with photography services at events upon request.
- Upload, save and organize all pictures on the SA Shares Drive to ensure that photos easily accessible in the future.

- Coordinate with the Public Relations Manager to ensure that photos are uploaded to UB Student Association Facebook page within 24 to 48 hours after they are taken. Communicate with photographed organizations to ensure that they know when their photos have been posted.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend department meetings
- Complete additional tasks as assigned by the Executive Board, Chief of Staff and Media & Marketing Director.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **VIDEOGRAPHER JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Media & Marketing Director
- Work approximately 8-12 hours each week as scheduled by the Media & Marketing Director.
- May be asked to provide your own video camera for assignments (SA maintains only a limited amount of film equipment).
- Work with clubs to record events and create promotional videos.
- Operate cameras and SA video equipment to complete all necessary tasks.
- Responsible for all post production processes including editing content and preparing the final product.
- Coordinate with the Public Relations Manager to ensure that photos are uploaded to UB Student Association Facebook page within a timely fashion. Communicate with organizations to ensure they know when their footage is completed.
- Ensure all post-production equipment is in good working condition. Work with Media & Marketing Director to ensure all software is appropriately licensed and up to date
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend department meetings
- Complete additional tasks as assigned by the Executive Board, Chief of Staff and Media & Marketing Director.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **GRAPHIC ARTIST JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Media & Marketing Director, and Head Graphic Artist.
- Work approximately 8-12 office hours each week as scheduled by the Media & Marketing Department.
- Must be skilled and experienced in using Adobe Photoshop, Illustrator and InDesign.

- Complete all tasks and projects as assigned by the Head Graphic Artist in a timely fashion. Tasks and projects may include creating advertisements for events, services and opportunities, designing logos, and designing graphics for apparel.
- Must be open to accepting criticism when creating graphics for SA and SA Clubs; there may be times during which several drafts/revisions will be required.
- Keep and handle all SA-owned equipment in good working order. Report any broken or malfunctioning equipment to the Head Graphic Artist.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend department meetings
- Complete additional tasks as assigned by the Executive Board, Chief of Staff and Media & Marketing Director.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

## Entertainment Department:

### ENTERTAINMENT DIRECTOR JOB DESCRIPTION:

- Report to the Executive Board and Chief of Staff.
- Host 12-15 consistent office hours each week.
- Oversee all Entertainment Department staff and hold regular department meetings.
- Continue to host large-scale events including Fall Fest & Spring Fest, Welcome Back BBQ, Homecoming Carnival, Buffalo Untapped, Small Concert Series, Comedy Series and Distinguished Speakers Series.
- Work with Media & Marketing Department to properly promote large Entertainment Events (i.e. Radio Ad, Press Releases to local media outlets, etc).
- Collaborate with other university organizations (i.e. Greek Organizations, Athletics, Student Life) in SA Events such as Homecoming/Spirit Week.
- Under direction of the SA Executive Board book talent, shows, and events.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled Directors/Department meetings as necessary.
- Submit regular department reports to Chief of Staff and SA President containing all department functions and requests.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

### ASSISTANT ENTERTAINMENT DIRECTOR JOB DESCRIPTION:

- Report to the Executive Board, Chief of Staff and Entertainment Director.
- Host 12-15 consistent office hours each week.
- Proxy for the Entertainment Director as necessary.
- Oversee the Event Managers and delegate tasks to them accordingly
- Assist clubs in the planning and implementation of club events as needed, which includes the making of Operations Packets, After Action Reports, DOS's, and other event checklists
- Assist the Entertainment Director in the planning and implementation of entertainment events including *Fall Fest*, *Spring Fest*, *Small Concert Series*, and *Comedy Series*, *Homecoming Week/Carnival*, etc.
- Plan and implement new entertainment events to further engage the student population.
- Act as a liaison between the Entertainment department and other departments as necessary.
- Assist other staff members in the executing event management tasks including hospitality, security, and production.
- Work all SA Entertainment Events as necessary.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **TALENT COORDINATOR JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Entertainment Director
- Host 7-10 consistent office hours each week
- Advise Executive Board, Entertainment Director, and Entertainment Coordinator on appropriate talent booking for: Fall Fest, Spring Fest, Concert Series, and Comedy Series.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Under the direction of the Entertainment Director, communicate with talent/artists as needed
- Work all SA Entertainment events as necessary.
- Assist the Hospitality Manager in ensuring that rider requirements for events are fulfilled accurately and completely
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **HOSPITALITY MANAGER JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Entertainment Director
- Host 10-12 consistent office hours each week
- Function as supervisor for the execution of artist relations day-of-show, including hospitality issues and enforcement of contractual obligations
- Ensure all artist dressing rooms are in good condition and rider needs are fulfilled accurately and completely
- Work with Entertainment Director and Entertainment Coordinator to utilize all available resources while completing assigned tasks
- Oversees all setup and cleanup of hospitality related items and ensures proper storage prior to, and following event
- Ensure all events are well planned and executed properly (including *Fall Fest*, *Spring Fest*, *Small Concert Series*, *Spirit Week* and *Comedy Series*)
- Work all SA Entertainment events as necessary
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary
- Complete additional tasks as assigned by the Executive Board and Chief of Staff
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### HEAD EVENT MANAGER JOB DESCRIPTION:

- Report to the Executive Board, Chief of Staff, Entertainment Director, and Assistant Entertainment Director.
- Host 10-12 consistent office hours each week.
- Assist the Entertainment Director in planning and execution of all events and shows.
- Ensure all events are well planned and executed properly (including *Fall Fest*, *Spring Fest*, *Small Concert Series*, *Spirit Week*, etc.)
- Prepare event proposals for the SA Entertainment Director and SA Executive Board.
- Under direction of the Entertainment Director, oversee the process of contacting vendors to determine availability of activities (ex. inflatables and zip lines).
- Determine event budgets and estimated revenue for events such as Spirit Week and the SA Carnival.
- Handle vendor communication once an offer has been accepted.
- Organize event staff training sessions in preparation for events such as Fall Fest, Spring Fest, and Small Concert.
- Work in conjunction with the Event Managers to recruit the appropriate amount of event staff for events such as Fall Fest, Spring Fest, and Homecoming Carnival.
- Supervise task execution of event staff.
- Assist other staff members in the executing event management tasks including hospitality, security, and production.
- Work all SA Entertainment events as necessary.



- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board, Chief of Staff Entertainment and Assistant Entertainment Director.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **EVENT MANAGER JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff, Entertainment Director, and Assistant Entertainment Director.
- Host 10-12 consistent office hours each week.
- Assist the Entertainment Director in planning and execution of all events and shows.
- Ensure all events are well planned and executed properly (including *Fall Fest*, *Spring Fest*, *Small Concert Series*, *Spirit Week*, etc).
- Prepare event proposals for the SA Entertainment Director and SA Executive Board.
- Under direction of the Entertainment Director, contact vendors to determine availability of activities (ex. inflatables and zip lines).
- Determine event budgets and estimated revenue for events such as Spirit Week and the SA Carnival.
- Handle vendor communication once an offer has been accepted.
- Work in conjunction with the Head Event Manager to recruit the appropriate amount of event staff for events such as Fall Fest, Spring Fest, and Homecoming Carnival.
- Supervise task execution of event staff.
- Assist other staff members in the executing event management tasks including hospitality, security, and production.
- Work all SA Entertainment events as necessary.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board, Chief of Staff Entertainment and Assistant Entertainment Director.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

## **Production Department:**

#### **PRODUCTION MANAGER JOB DESCRIPTION:**

- Report to the Executive Board and Chief of Staff.
- Host 10 consistent office hours each week and be available via email and for appointments for any Production concerns.
- Make sure to hold at least 2 office hours while the Technical Director is in office.
- Manage and schedule the SA Production Staff.
- Train the SA Production staff in conjunction with the Technical Director.
- Manage a current inventory of all SA production equipment.
- Keep and handle all SA-owned equipment in good working order and arrange for repairs as necessary.
- Report any equipment malfunctions to SA Executive Board/Technical Director.
- Contact vendors to schedule equipment availability, load in/out times, transportation and staffing requirements.
- Coordinate with production representatives from local stage/sound provider: CFA, Indigo, etc.
- Attend all and any meetings that require the coordination of production equipment and staff.
- Send out weekly Production Staff emails and weekly production calls to entire Production staff.
- Host training sessions for Production Staff to learn all necessary roles and how to use equipment in conjunction with Technical Director.
- Work with clubs to assess their in-advance production needs for their events and schedule appropriately.
- Maintain a working knowledge of all SA technical and production equipment; estimate an average of 10 event hours per week in addition to office hours.
- Maintain consistent communication with Technical Director.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled Directors/Department meetings as necessary.
- Submit regular department reports to Chief of Staff and SA President containing all department functions and requests.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **TECHNICAL DIRECTOR JOB DESCRIPTION:**

- Report to the Executive Board and Chief of Staff.
- Host 10 consistent office hours each week and be available via email and for appointments for any Production concerns.
- Make sure to hold at least 2 office hours while the Production Manager is in office.
- Assign tasks and responsibilities to sound techs at events and oversee that all tasks are completed properly.
- Manage a current inventory of all SA production equipment.

- Manage rental equipment, agreements, and drop-offs.
- Keep and handle all SA-owned equipment in good working order and arrange for repairs as necessary
- Report any equipment malfunctions to Production Manager./SA Executive Board
- Contact vendors to schedule equipment availability, load in/out times, transportation and staffing requirements.
- Coordinate with production representatives from local stage/sound provider: CFA, Indigo, etc.
- Train the SA Production staff in conjunction with the Production Manager.
- Host training session for Production Staff to learn all necessary roles and how to use equipment in conjunction with Production Manager.
- Work with clubs to assess their production needs for their events in conjunction with Production Manager
- Attend all and any meetings that require the coordination of production equipment and staff.
- Serve as the primary production contact for clubs on the day of their events
- Maintain a thorough knowledge of all SA technical and production equipment; estimate an average of 10 event hours per week in addition to office hours.
- Maintain consistent communication with Production Manager.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled Directors/Department meetings as necessary.
- Submit regular department reports to Chief of Staff and SA President containing all department functions and requests.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **SOUND TECH JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff, Production Manager and Technical Director.
- Coordinate with Entertainment Coordinator as needed.
- Work when scheduled by the Production Manager (approximately 7 - 12 hours per week).
- Work with fellow sound techs to set up, operate, and tear down production equipment (speakers, microphones, projectors, lighting, ect) for live events of various size that may include bands, singing, dancing, banquets, and panel discussions.
- Keep and handle all SA-owned equipment in good working order by conducting maintenance or reporting any broken equipment to Technical Director.
- Arrive to all events requiring SA Production in proper attire (SA staff polo or other designated SA attire, closed-toe shoes).
- Resolve any and all technical problems that arise with SA Production gear.
- Arrive to events early to ensure that the sound gear is available and functioning.

- Attend all and any training sessions hosted by Production Manager/Technical Director or Entertainment Coordinator.
- Read and respond to all weekly production department emails in a timely fashion and respond to all production calls in a timely manner.
- Attend SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings at the discretion of the Production Manager/Technical Director and Chief of Staff.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Production Manager, Technical Director, Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

## Student Affairs Department:

### STUDENT AFFAIRS DIRECTOR JOB DESCRIPTION:

- Report to the Executive Board (President, Vice President and Treasurer) and Chief of Staff.
- Host 10-12 consistent office hours each week.
- Complete all required duties as set forth by the Student Association Constitution and SA E-Board
- Coordinate the nomination and selection process for the Milton Plesur Award recognizing faculty and excellence.
- Collaborate with the Student Wellness Team on the semiannual Chill Out relaxation program.
- Work with SUNY Delegates to address student concerns and promote SUNY-level issues.
- Implement/maintain mechanisms for student feedback including the implementation of school-wide surveys with SA Assembly
- Attend all SA Student Assembly Meetings and serve as chair of the Student Affairs Committee
- Represent SA to University Administration per the direction of the SA Executive Board.
- Oversee any Student Affairs staff and any programming they may be implementing.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled Directors meetings to facilitate interdepartmental collaboration.
- Submit regular department reports to Chief of Staff and SA President containing all department functions and requests.
- Aid individuals within the Director of Diversity and Wellness, Environmental Affairs, and Academic Affairs positions when necessary.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff

- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **ASSISTANT DIRECTOR OF DIVERSITY AND WELLNESS JOB DESCRIPTION:**

- Report to the Executive Board (President, Vice President and Treasurer), Chief of Staff, and Student Affairs Director
- Host 7-10 consistent office hours each week.
- Must attend and act as Student Association representative at all public discussion forums regarding Health and Wellness.
- Help the Student Affairs Director in implementing traditional Student Affairs Programming (Milton Plesur, Chill Out, etc.)
- Work in collaboration with Health and Wellness Services to arrange Bystander Intervention Training
- Work in collaboration with Wellness Education Services for sexual assault programming (Walk a Mile in Her Shoes, Love and Support Day, Walk With Me)
- Prevention/mental health awareness for SA clubs and staff.
- Work in collaboration with university LGBTQA services and SA's LGBTQA club to provide students with additional resources and support.
- Help the Student Affairs Director in implementing traditional Student Affairs Programming (Milton Plesur, Chill Out, etc.) as well as new programs.
- Work with other departments to implement new programming and initiatives (Club Services, Media and Marketing, etc.)
- Represent SA to University Administration and departments as it relates to Health and Wellness matters.
- Complete additional tasks as assigned by the Student Affairs Director.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Production Manager, Executive Board and Chief of Staff.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **ASSISTANT DIRECTOR OF ENVIRONMENTAL AFFAIRS JOB DESCRIPTION:**

- Report to the Executive Board and Chief of Staff, and Student Affairs Director.
- Work collaboratively with the Student Affairs Director, Club Services Department, SA Council
- Coordinators to assist with environmental considerations and the promotion of sustainability.
- Host 7-10 consistent office hours each week.
- Complete all required duties as set forth by the Student Association Constitution.

- Help the Student Affairs Director in implementing traditional Student Affairs Programming (Milton Plesur, Chill Out, etc.) as well as new programming.
- Must attend and act as Student Association representative at all public discussion forums regarding Environmental Affairs.
- Attend all SA Student Assembly Meetings and serve as chair of Environmental Affairs Committee IF there is enough attendance and interest in Student Assembly to be able to form a functional Environmental Affairs Committee that wishes to start or continue a sustainability initiative.
- Create and implement events, programs and outreach efforts to promote environmental consciousness and sustainable practices for the SA clubs and student body.
- Seek collaboration opportunities with UB organizations such as UB Sustainability, Campus Life, Campus Living, Health and Wellness Office, or Student Engagement. Partnering with these organizations is not required but encouraged to seek out opportunities.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff and Director.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body
- Collaborate and keep updated with all members of the Student Affairs Department to create a cohesive departmental functionality.

## Club Services:

### DIRECTOR OF CLUB SERVICES JOB DESCRIPTION:

- Report to the Executive Board and Chief of Staff
- Be an active resource for clubs to use when Council Coordinators are unavailable
- Maintain an active knowledge of all SA general and club specific policies and procedures
- Work collaboratively with the Department of Student Affairs, SA Entertainment, the Executive Board, and Club Council Coordinators to ensure that ample opportunities are provided for clubs to meet their "2-2-2" requirements each semester
- Work in Conjunction with the Office of Campus Life and Assistant Director to create and host at least 3 separate CTE style workshops for club members and leadership
- Work with the Entertainment Department to host an independent club fair during spirit week, as well as ensuring club participation in all spirit week events
- Work with the Director, Vice President and other departments to ensure a weekly update email is sent out to clubs
- Work to train with at least one Mentee to become a future staff member of the SA

- Attend all possible SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings
- In conjunction with the E-Board, plan the club orientation
- Complete additional tasks as assigned by the Executive Board and Chief of Staff

### **Expectations:**

- Host 10 consistent office hours each week
- Plan and implement annual (By Semester) SA community service events; including, but not limited to
  - UB Community Day (in coordination with the Office of Community Relations)
  - Office of Student Engagement Saturday's of Service
  - 97 Rock's "Rock out Hunger" food drive in the fall & other donation drives
- Conduct a comprehensive inventory collection for all SA clubs during the spring. Semester. This collection should be done at the same time as budget proposals
  - Using the inventory data, create a set of recommendations for the E-board and Campus Life in regards to the room allocation process for the spring.
- Attend and support different club meetings/events throughout the semester
- Meet with Club E-Boards to see how SA can best support them
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

### **ASSISTANT DIRECTOR OF CLUB SERVICES JOB DESCRIPTION:**

- Report to the Executive Board and Chief of Staff
- Be an active resource for clubs to use when Council Coordinators are unavailable
- Maintain an active knowledge of all SA general and club specific policies and procedures
- Work collaboratively with the Department of Student Affairs, SA Entertainment, the Executive Board, and Club Council Coordinators to ensure that ample opportunities are provided for clubs to meet their "2-2-2" requirements each semester
- Work in Conjunction with the Office of Campus Life and the Director to create and host at least 3 separate CTE style workshops for club members and leadership per semester
- Work with the Offices of Student Engagement, Campus Life, Admissions, International Student Support Services, to provide clubs for Club fairs on campus
- Work with the Entertainment Department to host an independent club fair during spirit week, as well as ensuring club participation in all spirit week events
- Work with the Director, Vice President and other departments to ensure a weekly update email is sent out to clubs
- Work to train with at least one Mentee to become a future staff member of the SA
- Attend all possible SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings
- Complete additional tasks as assigned by the Executive Board and Chief of Staff

## Expectations:

- Host 7-10 consistent office hours each week
- Plan and implement annual (by semester) club fairs; including, but not limited to
  - Opening Weekend Club Fair
  - UB Office of Campus Life Involvement Fair
- Attend and support club meetings/events throughout the semester
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

## Finance Department:

### ASSISTANT TREASURER JOB DESCRIPTION:

- Report to the Executive Board (President, Vice President and Treasurer) and Chief of Staff.
- Work approximately 12-15 office hours each week as assigned by the Finance Department.
- Assist the Treasurer to train and oversee all Finance Department bookkeepers.
- Present at the SA Club Orientations to properly inform the SA clubs about finance procedure.
- Ensure that all financial procedures are followed in accordance with the SA Internal Control Guidelines, University, New York State and Federal laws, policies and procedures.
- Monitor and update the online SA General Ledger.
- Review, reconcile, maintain and track monthly statements and revenues.
- Enter budget adjustments into Excel for senate meetings.
- Make sure all bills are paid in a timely manner, and clubs are providing correct documentation to do so.
- Assists the Treasurer in drafting the SA Budget.
- Assist clubs with the financial process; answer questions and provide regular updates to the clubs.
- Assist in making sure clubs are aware of anything that could be hindering their Purchase Orders or budgeting
- Serve as a proxy for the SA Executive Board when needed (examples may include SA Assembly meetings, Senate meeting and administrative meetings).
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled Directors/Department meetings as necessary.
- Submit regular department reports to Chief of Staff and SA President containing all department functions and requests.
- Complete additional tasks as assigned by the Executive Board and Chief of Staff



- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body
- Follow SAFE messages on a daily basis, making sure you are keeping up with what the other bookkeepers were working on with clubs as well as what you need to do

#### **BOOKKEEPER JOB DESCRIPTION:**

- Report to the Executive Board, Chief of Staff and Assistant Treasurers.
- Attend weekly scheduled office hours (approximately 7 - 10 hours per week).
- Oversee and perform daily bookkeeping functions including accurately filing records, balancing accounts, answering club questions, maintaining active correspondence with the clubs and working with Sub Board 1 (SBI).
- Assist in making sure clubs are aware of anything that could be hindering their Purchase Orders or budgeting, and notifying assistant treasurers when problems arise with clubs.
- Follow SAFE messages on a daily basis, making sure you are keeping up with what the other bookkeepers were working on with clubs as well as what you need to do
- Review, process, and submit requests for funds, purchase orders (POs), and checks.
- Attend club orientations to gain a better understanding of club finances and assist club Presidents and Treasurers to understand SA Financial policies and procedures, the proper usage of SAFE and submission of proper documentation.
- Assist Clubs with any questions they may have about all and any financial policies and procedure including but not limited to the Request for Funds, the General Ledger, and the submission of appropriate documents.
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board, Chief of Staff and Assistant Treasurers.
- Work with Club Services Department to help with finance "How To" workshops
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body

#### **RECEPTIONIST JOB DESCRIPTION:**

- Reports to the Executive Board, Chief of Staff, and Senior Office Personnel.
- Attend weekly scheduled office hours (approximately 7 - 12 hours per week).
- Assist the Office Manager in all required tasks.
- Enthusiastically welcome visitors to the SA Office.
- Oversee the cleanliness of the SA Main Office at all times. This includes organizing papers, pushing in chairs, removing trash and occasionally vacuuming.
- Answer all phone calls and direct callers to the proper person(s). When the proper person(s) is/are unavailable, take detailed messages and ensure those messages are received.

- Responsible for checking the phone voicemail and ensuring messages are documented and distributed to the appropriate recipients.
- Responsible for completing the opening and closing task checklists.
- Must maintain an active knowledge of Student Association events and resources and readily relay such knowledge to office visitors and other SA staff members.
- Responsible for making all requested photocopies daily.
- Responsible for ticket distribution both in the SA office
- Attend all SA Staff meetings, trainings and staff activities and complete any preparation work that may be required in advance of such meetings.
- Attend any scheduled department meetings as necessary.
- Complete additional tasks as assigned by the Executive Board, Chief of Staff and Senior Office Personnel.
- Maintain a professional attitude with sincerity and enthusiasm reflecting SA's commitment to the student body