



The University of West Florida Student Government Association

Legislation: 12-13 B XV

Subject: Coordinator/Second GA Position

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Approval of using A&S Fee Allocations for SGA (Account 122102) for reoccurring staff needs, effective July 1, 2013:

1. Coordinator of A&S Fee Budget- \$48,000 (including Salary and Benefits)
2. Graduate Assistant- \$15,240 (including Salary and Tuition)

See Attached for Job Descriptions for both positions and staff structure from other FL SUS schools.

First Reading : _____	Second Reading: _____
Yes: _____	Yes: _____
No: _____	No: _____
Abstain: _____	Abstain: _____

Senate President
Amy Bueno

Be it known that Student Government _____ is hereby signed on _____

Pass: _____ Veto: _____

Cora Merritt
Student Body President



SGA Graduate Assistant Job Description

The two Student Government Association (SGA) Graduate Assistants will be key members of the SGA team. Each GA will serve as an advisor to the SGA Senate Committees OR the Cabinet, the Graduate Assistants will assist SGA members and staff with their projects and initiatives.

Specific Duties/Responsibilities:

- Directly advise either the SGA Senate President and Senate Committee (Student Relations Committee, Rules and Statutes Committee and Academic Committee) or the SGA Chief of Staff and Cabinet Offices (Office of Communication, Office of Governmental Affairs or Office of Student Life)
- Assist in coordinating leadership development workshops, retreats, and programs; including assisting with planning of annual Summer Leadership Series
- Coordinate annual SGA Election process and supervise the election commission
- Assist in coordinating SGA special projects such as Town Hall Meetings, Marketing Events, Rock the Vote, T-shirt Swap, SGA Banquet etc.
- Meet weekly with Assistant Dean of SGA
- Attend weekly Executive Committee and Senate Meetings and become familiar with Roberts Rules of Order
- Oversee administrative duties of the SGA officers including collection of meeting minutes, agendas, and organization of the "O" drive
- Attend Dean of Students and/or Division of Student Affairs events and meetings as appropriate
- Serve on University Committees as appropriate
- Other duties as assigned

SGA Graduate Assistant/Advising Learning Outcomes:

- Students will be able to summarize and apply student development theory to the practice of college student personnel administration.
- Students will be able to recognize the interrelationships within and between student affairs units and other functional areas.
- Students will employ a variety of communication skills including formal and informal verbal communication, informal writing, professional writing, and scholarly writing.
- Students will join into a mentoring/coaching relationship with a professional practitioner.

- Students will demonstrate an awareness of and concern for community, diversity, and individual differences.
- Students will demonstrate an interest in collaboration and partnerships with other professionals and faculty.
- Students will be practically competent and will demonstrate applied competencies such as decision-making, time management, planning, budgeting, program implementation and management, and program evaluation.
- Students will be vocationally competent by demonstrating attitudes, skills, and behaviors essential to professional employment.
- Students will be able to use appropriate strategies to influence individual, group, and organizational development in college students and their environments.
- Students will employ essential program assessment and research skills.

The SGA Graduate Assistant is a 20hr/week position for 48 weeks a year. The SGA Advisor Graduate Assistant will receive \$10.25/hr and tuition (up to 3 courses/semester).

The SGA Graduate Assistant will report to the Assistant Dean of Students, Student Government Operations and Student Development Initiatives.



Coordinator of Activity and Service (A&S) Fee Proposed Job Questionnaire

Minimum Qualifications: Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years appropriate experience.

Preferred Qualifications: Experience working in a university environment, knowledge of budget processes including but not limited to: purchasing card reconciliation, university travel procedures and banner information system.

Salary Range: \$33,000-\$37,000 plus benefits

Job Summary:

Responsible for overseeing all A&S Fee accounts totaling over \$3.5 million. The Coordinator will work closely with Student Government Association (SGA) Budget and Allocations Chair to process disbursement of funds to student organizations and departments. The Coordinator will assist funded student groups, both annual budgeted entities and those receiving travel and organizational grants, in making purchases, coordinating travel and managing their financial accounts.

Responsibility/Duties

- 70% Oversee Disbursement of Activity and Service Fee accounts of more than \$3.5million:
- Coordinate disbursement of A&S annual budget funds and grant/travel awards to student organizations and departments. Process all budget transfers, journal entries, purchase orders, pcard transactions, travel documentation and other processes for all funded groups.
 - Work with the Budget and Allocations Committee, oversee processing of carry forward and non-recurring requests.
 - Monitor all A&S accounts and provide updates to SGA staff, student organizations and departments.
 - Assist in advising the SGA Budget and Allocations Committee in allocating the A&S fee monies through the annual budget process and through weekly grants and travel awards.
- 15% Approve, monitor and reconcile all P-Card purchases for the SGA department. Maintain required files and documentation regarding such purchases in accordance with State and UWF policies and procedures.
- Work closely with SGA Office Specialist in the collection of documents reflected on ledgers in order to balance and reconcile all accounts.

- 10% Assist with and support other projects within the SGA Office and Dean of Students Office.
- 5% Participate in Dean of Students and SGA staff meetings and trainings. Support the Division of Student Affairs by participating in appropriate committees and events.

SGA Office's Staff at Other SUS Schools- 2013

FAU

- 1 Associate Dean of Students
- 1 Asst. Director
- 1 Coordinator of Administrative Services
- 1 Office Manager
- 2 Graduate Students

FGCU

- 1 Assistant Dean of Students
- 1 Executive Secretary
- 1 SG Coordinator
- 1 A&S Budget Assistant

FIU

- 1 Full-time Advisor
- 1 Office Manager
- 2 Student Assistants

UNF

- 1 Director
- 1 Assistant Director
- 1 Senior Advisor
- 1 Office Manager
- 1 Coordinator
- 1 Program Coordinator
- 1 Business Manager
- 1 Business/ Accounting Office Manager
- 3 Accountants

UF

- 1 Director
- 1 Office Manager
- 1 Secretary
- 1 Program Coordinator
- 1 Business Manager
- 1 Office Assistant
- 2 Fiscal Assistants

FSU

1 Director
1 Assistant Director of Program
2 Assistant Directors of S.A.
1 Administrative Assistant- Senate Program
3 Administrative Assistants- Program
2 COGS Program Assistants
1 Coordinator
1 Accountant

FAMU

1 Director
1 Administrative Assistant
1 Senior Fiscal Assistant
1 Program Assistant

UCF

1 Director
1 Associate Director-Program
1 Secretary
1 Coordinator

USE

1 Director
1 Assistant Director
1 Office Manager
1 Advisor
2 Student Assistants
A&S Budget Office with Several Staff Members