**Tallahassee**

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

16A. Essential Functions of the Job

This position serves under the working title of Program Assistant and reports to the Asst. Director of Student Activities. The responsibilities include serving as the clerical and administrative support to the student government association and the Asst. Director of Student Activities.

- **35% Program/Event Responsibilities**
  - Assists the Asst. Director of Student Activities with the coordination of Student Government sponsored events and programs.
  - Processing of all paperwork to execute activity and/or event.
  - Ensures all university requirements are met prior to event.
  - Assist SGA officials with regular office duties as assigned by the Student Body President.
  - Work with Union Board and Class Presidents to ensure paperwork is processed correctly and adheres to university policies and procedures.

- **35% Administrative Duties**
  - Coordinate university approved travel for the Student Government Association and related organizations including serving as an official chaperone. Process includes negotiation of hotel and travel rates, completion of required forms, room assignments, issuance of keys, disbursement of per diem, and collection of receipts.
  - Ensure safe
  - Type purchase requisitions and other forms as necessary.
  - Maintain close working relationships with Purchasing and Accounts Payable to ensure all paperwork is processed in a timely manner.
  - Coordinate weekly meetings of all three branches of Student Government including reservation of rooms, notification of meeting participants, gathering and dissemination of meeting minutes and other related documents.

- **15% Student Staff**
  - Assist with preparation of OPS student contracts for approximately 75-120 students. This process includes supervision of student employees, dissemination of payroll/employment information. This position may also include signature authority for bi-weekly payroll timesheets.

- **10% Inventory Tracking**
  - Responsible for monitoring and maintence of logs for all equipment purchased, received and housed by SGA office staff, elected and/or appointed officers and members. Make recommendations to Asst. Director regarding...
workflow and office operation, as well as purchase and replacement of equipment.

- **5% Other Duties**
  - Assist with union and office staff with activities/events.
  - Serve on various committees as requested.
  - Other duties as assigned.

16B. Marginal Functions of the Job

- Assist with other union/office staff with activities/events as needed. Serve on various committees as required or requested.

16C. Program Direction and Development

None.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope)

Frequent contact is made with College personnel, faculty, students and the general public in the routine performance of duties and in providing routine departmental services and duties.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

None.

18. SUPERVISOR’S POSITION: Number: 20005 Class Code: ______ Class Title: Director of Student Union and Activities

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

OPS, College Work Study and other Student Workers/Volunteers as assigned

19A. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

Daily direction from the Director, position will to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities. Otherwise, self-directed to complete responsibilities of the office.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

22. KNOWLEDGE/SKILLS/ABILITIES:

  Must be able to communicate professionally verbally and in writing.
  Must be able to operate a computer including proficiency in Microsoft Office and Database Management.
  Must be able to provide and understand verbal/visual orders from supervisor and to subordinates.
  Must be able to operate basic office equipment, including but not limited to, office copier, typewriter, calculator, fax machine, and shredder.
  Ability to self-supervise and demonstrate initiative. Ability to work in a fast-paced, high energy environment, as well as work flexible hours.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.
**Specialized Minimum Qualifications:** A high school diploma or GED is required. Seven years related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

**Preferred Qualifications:** Associate degree preferred, plus at least one year of full-time clerical experience in higher education environment or Student Affairs.

**Working Hours:**

a) Daily from **8** to **5**

b) Total hours per week **40**

c) Explain any variations in workweek, split shifts, on-call status or rotations.

May be required to attend events related to Student Affairs evenings and/or weekends.

**23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting. Florida Statutes.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

**24. SIGNATURES:**

Incumbent ___________________________ Signature ___________________________ Date ___________________________

Immediate Supervisor ___________________________ Signature ___________________________ Date ___________________________

Reviewing Officer & Title ___________________________ Signature ___________________________ Date ___________________________