



ASC STUDENT ORGANIZATIONS DIRECTOR

Office of the Executive Vice President

DESCRIPTION

This person is responsible to the Executive VP. This individual will oversee all ASC recognized Student Organizations. Also, the Student Organizations Director will be responsible for regularly communicating and meeting with Student Organization leaders and advisors. Further the S.O.D. will be responsible for keeping accurate records to ensure that continuity takes place from year to year with all Student Organizations.

QUALIFICATIONS

This individual must be able to take initiative, set and accomplish goals, stay organized, and delegate responsibility. They need to be dependable, organized with the ability to multi-task, flexibility, learning on the job, and managing people. It is highly important that this individual have great communication skills, both written and verbal.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

- Meet every other week with the Executive VP
- Organize Get Involved Fairs for Fall (Serve Day)
- Meet monthly with Student Organization leaders and/or advisors
- Assist new student groups through the application process
- Maintain accurate and up to date records for all Student Organizations
- Work with the ASC Tech Director to update ASC website with info regarding Student Organizations
- Work alongside the VP of Finance and the Finance Director to hold 2 finance/ budget training sessions (one at the first week of each semester) for Student Organization Presidents and Treasures
- Turn in two reports per semester (every other month) and a year-end report including a timeline
- Annual Revision of the Student Organizations Policy Manual
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

APPLY ONLINE – ASC.GEORGEFOX.EDU

TIME COMMITMENT

- 10 hours weekly (non-office intensive responsibilities)
- 4-6 office hours weekly (meetings and office work)
- For payment inquiries, visit the ASC offices