



## Vice-President of Commuter Life

**DESCRIPTION:** This person is responsible for representing commuter and off-campus students. He or She will be responsible of overseeing commuter representatives to provide adequate communication between ASC and commuter students. The VP of Commuter Life will serve as a resource for commuter students and will work to provide opportunities for them to connect to other students and the campus.

**QUALIFICATIONS:** This person must have the ability to lead, motivate and direct individuals, have strong analytical and communication skills, be self-motivated and capable of attending to details. This individual must be creative, organized and detail-oriented, and uphold and stand behind the Lifestyle Agreement. A minimum cumulative GPA of 3.0 is required.

**TIME COMMITMENT:** 15-20 hours per week (approximately, including minimum office hours) Needs to be flexible.

### GENERAL RESPONSIBILITIES:

- Call weekly meetings of the Commuter Campus Representatives.
- Lead the Commuter Representatives to effectively represent and serve the commuter student body.
- Meet twice a month with the ASC Advisor.
- Meet twice a month with the ASC President.
- Be aware of commuter student discipline policies and community issues.
- Serve as a liaison between commuter students and administration on policy issues.
- Advocate for the needs of commuter students with administration
- Meet regularly with the Vice President of Student Life and Dean of Community Life.

### COMMUTER STUDENT INVOLVEMENT:

- This person will be responsible for the maintenance of the Commuter Lounge [FoxHole].
- This individual will ensure the facility is clean, orderly, and fully operational.
- Must possess a general knowledge of equipment operation and desire to serve students.
- Keep commuter students in-the-know about all ASC Activities and Programs
- Help create a welcoming and nurturing environment for all commuter students
- Encourage commuter student involvement alongside the commuter representatives
- Provide opportunities for commuters to interact with students who live on campus at least twice a month.  
Ensure proper planning and execution of specific commuter events (i.e. commuter Lunches) with the help of four commuter representatives.
- Advocates for engagements and retention of commuter students
- Assist struggling commuter and be a resource for students who want to get connected to campus.

### CENTRAL COMMITTEE RESPONSIBILITIES:

- Attend weekly Central Committee meetings (approx. two hours).
- Submit a written monthly report by the last day of each month.
- Complete a program evaluation for all activities and projects as needed.
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
- Attend all leadership forums as required by Central Committee.
- Attend Leadership Training and In-Service.
- Have scheduled office hours (10 hours per week minimum).

**HONORARIUM:** Inquire at the ASC Offices.