

Job Description: SGA Chief of Staff

Job Title – SGA Chief of Staff

Department – Student Government Association

Title of Immediate Supervisor – Student Body President, Student Body VP

Hours – 20hrs/week.

Summary/Objective – The Chief of Staff oversees the 6 Cabinet Members and the Directors of other Executive Offices. Main responsibilities include planning, directing, and coordinating SGA operational activities. The Chief of Staff promotes the vision of the SBP and SBVP. This individual is expected to maintain a current knowledge of organizational policies and procedures while adhering to SGA Constitution. The Chief of Staff reports directly to the Student Body President and Vice President and directly manages the Cabinet.

Essential Functions

- Interviews/hires/oversees Cabinet members and Executive staff
- Conducts research and prepares SBP & SBVP for meetings, projects, and events
- Directs, plans, and implements SGA policies and objectives
- Translates SBP & SBVP’s vision into practical operations
- Establishes goals and aligns organizational activities with those goals
- Promotes a culture of trust and innovation
- Seeks opportunities to maximize efficiency

Competencies

Knowledge:

- Understanding of general SGA operations
- Fluency in MS and Google Office

Skills:

- Organization
- High degree of self-motivation and ambition
- Deductive reasoning and problem solving

Abilities:

- Create and maintain strong interpersonal relationships
- Delegate effectively
- Handle unexpected mishaps
- Communicate clearly, both verbally and in writing

Required qualifications:	Preferred qualifications:
<ul style="list-style-type: none">• 3.2 GPA or higher	<ul style="list-style-type: none">• 3.5 GPA or higher
<ul style="list-style-type: none">• 1 professional reference	<ul style="list-style-type: none">• 2 professional references
<ul style="list-style-type: none">• Past SGA experience	<ul style="list-style-type: none">• Multiple past team management roles