

Job Description: SGA Director of Internal Affairs

Job title – Director of Internal Affairs

Department – Student Government Association

Title of immediate supervisor – Chief of Staff

Compensation – ?

Hours per week – 8-9

Event hours per semester – 10

Summary/Objective – The Director of Internal Affairs manages all SGA interbranch affairs, interacting with the Senate, House of Delegates, and Judicial Branch. The Internal Affairs Director owns the legislative process inside the Executive branch. Attention to detail, research abilities, and strong written communication are necessary. The Internal Affairs Director reports to the Chief of Staff and manages the Internal Affairs Department.

Essential Functions

- Assess upcoming legislation with Senate and House of Delegates leadership
- Create yearly and semesterly Internal Affairs budgets
- Attend Senate and House meetings
- Plan Bill-Writing workshop with Senate and House leadership
- Respond to inquiries and request Constitutional opinions from Judicial leadership
- Track SGA history
- Conduct research on pending/passed legislation
- Provide nuanced, comprehensive legislative opinions to the Student Body President
- Assemble and supervise a team to assist with the above functions

Competencies

Knowledge:

- Detailed understanding of SGA’s legislative process
- Deep knowledge of SGA’s Constitution

Skills:

- Organizational ability
- High degree of self-motivation and ambition

Abilities:

- Create and maintain strong interpersonal relationships
- Flexible approach to unexpected situations
- Deductive reasoning and problem solving

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">• Prior SGA experience	<ul style="list-style-type: none">• SGA legislative experience