

Position Summary

The SORF Student Secretary will serve as a member of the board with responsibilities to manage and coordinate all aspects of communication and correspondence related to matters of the board.

The SORF Secretary is expected to work during the fall and spring semesters. Work hours are flexible and can be completed as agreed to by the SORF Advisor. The SORF Secretary is not expected to work during university holidays or breaks.

Roles & Responsibilities

The SORF Secretary will perform the following job duties, including but not limited to the following:

- Attend all SORF Board functions including allocation meetings, workshops, and trainings.
- Produce and maintain all board meeting minutes. Minutes will include detail regarding decisions for funding which will be reviewed by select Student Engagement staff and sent for final approval to the Vice Chancellor for Student Affairs.
- Track board member attendance at meetings.
- Provide timely responses to communication sent to the board including Secretary specific email account.
- Process initial application eligibility by verifying application requirements are met.
- Manage and finalize aspects SORF funding submissions.
- Meet with students to provide guidance and assist with questions related to the funding process.
- Provide assistance with other duties as assigned by SORF Board Chairperson or SORF Advisor.

Organizational & Working Relationship

- The SORF Secretary will report to the Student Engagement Assistant Director/SORF Advisor and the SORF Chairperson. This position does not supervise or coordinate any other staff. As a Student Engagement Team member, the SORF Secretary is expected to carry out the departmental mission and goals as articulated by the Student Engagement Director.