General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Associate Justice</th>
<th>Branch:</th>
<th>Judicial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized</td>
<td>B-3  $8.85/hr. @ 10 hours/week</td>
<td>Position Type:</td>
<td>Student Temporary</td>
</tr>
<tr>
<td>Hours:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Student Advisor</td>
<td>Chief Justice</td>
<td>Possible Travel:</td>
<td>Yes</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Director and/or designee</td>
<td>HR Supervisor:</td>
<td>SGATO Director</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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Job Description

An Associate Justice serves on the Judicial Branch and contributes to the overall well-being and efficiency of the branch. An Associate Justice is responsible for attending and participating in the decision making for all Judicial branch meetings, parking appeals, and any other cases that may come before the Student Government Supreme Court.

ROLE AND RESPONSIBILITIES

- Attend all general meeting times and court hearings.
- Read all official Student Government documents and relevant case materials.
- Read all Parking and Transportation Service rules and regulations.
- Serve on ad-hoc committees and contribute to the overall well-being of the Judicial Branch.
- Perform any duties as necessary and proper to execute the mission of the Judicial Branch.
- Maintain a superior ethical temperament in the execution of all Student Government duties.
- Participate in a “ride along” with Parking and Transportation Services to enhance knowledge regarding parking and transportation policy.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- The Associate Justice should have a working understanding of the Student Government Constitution, Statutes, and Judicial Branch Rules of Procedure.
- The Associate Justice should have more than adequate knowledge of legal proceedings and the roles of the Court.
- Must be able to maintain a high level of professionalism and a commitment to ethical legal practice.
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.

WORKING CONDITIONS

The Associate Justice will conduct most of their work in the Judicial branch office, conference room (for general meetings), and the Senate Chambers (for appeals).

- This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it's designed to give the general nature and level of work to be performed by employees assigned to this job title. –

Revised 05/15/17