## General Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Director of New Initiatives</th>
<th>Branch</th>
<th>Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized</td>
<td>B-4 $9.55/hr.</td>
<td>Position Type</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Hours</td>
<td>15-20 hr/week</td>
<td></td>
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<tr>
<td>Direct Supervisor</td>
<td>SGATO Program Coordinator</td>
<td>Possible Travel</td>
<td>Yes</td>
</tr>
<tr>
<td>Employment Length</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours</td>
<td>Yes with prior written authorization</td>
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## Job Description

The Director of New Initiatives shall advise the Student Body President and Vice President on all proposed initiatives from all walks of campus life. They shall ensure action and follow-through on all projects, maintain relationships with departments who may pursue initiatives, and establish and subsequently chair a committee known as the “New Initiative Council” (NIC). This council will meet bi-weekly at the discretion of the Director of New Initiatives, and they will be responsible for discussing/working through the proper channels to execute initiatives. They shall create the first online petition software to help bring new initiatives from the students forward, and tasked with writing memorandum on initiatives. They shall also be the point of contact responsible for reaching out to all branches of student government and external departments for assignments to this committee, and for working to create an all-inclusive calendar to promote all events across campus every month to the student body.

### Roles and Responsibilities

- Execute assigned initiatives from the Student Body President and Vice President.
- Call the New Initiative Council to session and chair the council on at least a Bi-Weekly meeting schedule.
- Recruit student leaders from all three SG branches and departments all across campus to be a part of the New Initiative Council.
- Create an online petition system for students to raise awareness for initiatives that they would want to see accomplished.
- Set the agenda for all New Initiative Council meetings, utilizing feedback from SG leadership, department representatives as well as student body petitions.
- Create memorandum alongside the President on all initiatives that come before the council to be sent out and inform the student body on their progress.
- Attend all department meetings and any meetings appointed by the Student Body President and Vice President.
- Advise the President and Vice President on all matters pertaining to initiatives across campus.
- Conduct research and surveys of the student body to learn about potential initiatives for the future.
- Work with Team: Programming, Team: University and Team: Marketing & Communications to seamlessly implement any new initiatives.
- Work alongside the Assistant Director of New Initiatives as a team to accomplish tasks.
- Create an all-inclusive calendar of events occurring on campus every month.
- Recruit at least two interns to serve as support for Team New Initiative.
- Perform any duties as necessary and proper to execute the initiatives of the Executive Branch.

### 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.
- Should have a deep passion for executing new projects and improving campus life.
- Basic understanding of Microsoft Office.
- 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

15 – 20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

*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.*

_Last Updated: June 26th, 2017_