## General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Director of Partnerships (Community, Business and Government)</th>
<th>Branch:</th>
<th>Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 15-20 hrs/week</td>
<td>Position Type:</td>
<td>Part-Time</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 Partnerships assists the Student Body President and Vice President and acts as a liaison between the Executive Branch and the Tampa Bay Community. This position will also serve as the liaison between the Executive Branch and Local, State, and Federal Government. The Director of Partnerships advocates internally for issues that directly affect the local Tampa Bay community and the Student Body. The director will also advocate externally regarding issues that directly affect the Student Body as a whole by meeting with government officials and planning USF Day at the Capital in conjunction with the Programming Team. Additionally, this position will work to continue building Bulls Country.

### ROLES AND RESPONSIBILITIES

- 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 the local Tampa Bay community.
- Coordinate with local businesses and assist the Programming Team in planning the Apartment Business Expo.
- Cultivate working relationships with local businesses and the Tampa Bay Community on behalf of SG.
- Work specifically with our community partners (Busch Gardens, The Rays, The Bucs, etc.) to establish our Student Ticket Center.
- Develop and maintain partnerships to further the Bulls Country
- Coordinate voter registration events around campus.
- Assist Programming Team by creating the vision for USF System - Day at the Capitol and Day at City Hall
- Contact and confer with members of local government and other holders of public office to discuss legislation that is favorable or unfavorable to the USF Student Body’s interest.
- Study proposed national, state, and local legislation, and advise the President and Vice President on such issues
- 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.
- Possess a high level of knowledge and interest in all aspects of community affairs.
- Must have knowledge or interest with working with government entities/ legislation research
- 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: May 18, 2017