### General Information

<table>
<thead>
<tr>
<th>Position: Outreach and Access Specialist</th>
<th>Branch: Executive</th>
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<tbody>
<tr>
<td>Pay Rate/Authorized Hours: B-4 $9.55/hr. 10-15 hrs/week</td>
<td>Position Type: Part-Time</td>
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<td>Direct Supervisor: SGATO Programs Coordinator</td>
<td>Possible Travel: Yes</td>
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<tr>
<td>Employment Length: Varies by Position</td>
<td>Working Over Authorized Hours: Yes with authorization</td>
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### Job Description

The Outreach and Access Specialist will assist the Student Body President and Vice President, as a liaison between Student Government, the Student Body, Student Organizations and other student groups on campus. The Outreach and Access specialist will also advise the Student Body President and Vice President on issues regarding student life through feedback from surveys and other feedback material.

**ROLES AND RESPONSIBILITIES**

- Attend all department meetings and any meetings appointed by the Student Body President.
- Advise the Student Body President and Vice President on all matters pertaining to the student body.
- Advise the President on issues that Student Government should adopt on behalf of the student body.
- Serve as the face of Student Government at all tabling events on campus.
- Attend student organizations meetings and events to allow for better communication between the student body and Student Government.
- Work with the Marketing and Communications Department to create consistent branding for Student Government events and services.
- Creates a vision for the Pastries with President Events and works with the programming team to execute events
- Responsible for researching and purchasing items on behalf of student government.
- Assist in coordinating and cultivating relations between the student body and all branches of Student Government.
- Creation and implementation of surveys as necessary to draw conclusions about student preferences.
- Coordinate and/or perform flyer and chalk for the Marketing Team.
- Perform duties as necessary and proper to execute the mission 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 be able to present in front of a large audience.
- Must be a person, as there are many face to face interactions with large groups of students.
- Basic understanding of Microsoft Office.
- Must be able to think critically and logically in any given situation.
- Must have strong organization, and analytical skills.
- Must have the ability to take initiative in the workplace and create strategic goals.
- Experience working within a Team Dynamic.

**WORKING CONDITIONS**

10 – 15 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 25th, 2017