**General Information**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Associate Director of Business</th>
<th>Branch:</th>
<th>Executive Branch Agency - SGCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>A-3 $9.00 per hour @ 20 hours/week</td>
<td>Position Type:</td>
<td>Student Temporary</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Program Coordinator</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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</tbody>
</table>

**Job Description**

The Associate Director of Business assists with the administrative processes in the SG Computer Lab.

**Role and Responsibilities**

- Assist the Director in the overall operations of SGCS.
- Coordinate hiring and training of new employees in conjunction with SGATO.
- Create schedules, staff handbooks, and manuals.
- Ensure that SGCS staff adheres to policies and procedures of Student Government and USF.
- Conduct staff evaluations and provide ongoing feedback to employees on their performance.
- Manage SGCS purchasing and maintain inventory.
- Perform any other duties as necessary to execute the mission of SGCS.

**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 during the fall and spring Semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must have strong time management, leadership, communication, and organizational skills.
- Practice ethical behavior and attitude towards staff, partners, and customers.
- Must have a background in technical field and/or business management.
- Should possess qualities which portray commitment, consistency, honesty, and respect for students and their opinions about SGCS.
- Need to have work availability for when issues arise relating to the operation of SGCS.

**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. –

Revised: July 27, 2017