



General Information			
Position:	Lieutenant Governor	Branch:	Executive - Campus
Pay Rate/Authorized Hours:	L-3 \$10.50 per hour @ 30 hours/week	Position Type:	Temporary Student Employee (TSE)
Direct HR Supervisor:	SG Advisor (to be determined by campus)	Possible Travel:	Yes
Employment Length:	Varies by position	Working Over Authorized Hours:	Yes, with prior written authorization from direct supervisor
Job Description			
<p>The Lieutenant Governor position is the second highest position in the local campus USF Student Government who is responsible for assisting the Governor in achieving the success of the respective campus Student Government Executive Branch operations.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Serve as the official liaison, chair or co-chair of any boards, committees, council as specified in governing documents for the respective local campus Student Government. • Serve as the primary advisor and assistant to the Governor. • Oversee the local SG Agencies and Cabinet positions and chair the SG Cabinet meetings. • Represent the local campus Student Body in the absence of the Governor. • Attend monthly meetings with the President, Vice President, other campus Governors, and Lt. Governors. • Represent/Coordinate the representation of the local campus Student Government at tabling events. • Take any and all other actions necessary and proper, delegated by the Governor, to carry out the duties of the office and as specified in governing documents. • Assume the position of Governor should a vacancy occur in the Office of the Governor. • Perform all other duties as necessary to execute the mission of the USF Student Government as well as all other duties as further outlined in SG Statutes 305.3. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 with the university. <p>PREFERRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to maintain a high level of professionalism and a commitment to ethical practices. • Ability to think critically and logically in any given situation. • Preferred experience with conflict management, cultural settings, and working within a team dynamic. • Preferred experience with organizational management and an office environment. • Ability to take initiative in the workplace and create strategic goals. <p>WORKING CONDITIONS</p> <p>Work 30 hours per week in an office setting. May have to travel within the state and on campus for Student Government conferences, programs, events, and meetings.</p> <p><i>- This information is not designed to be a complete inventory of the job's duties, responsibilities and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title. -</i></p>			