



General Information			
<b>Position:</b>	USF Student Body Vice President	<b>Branch:</b>	Executive-Federal
<b>Pay Rate/Authorized Hours:</b>	L-3 \$10.50 per hour @ 30 hours/week	<b>Position Type:</b>	Temporary Student Employee (TSE)
<b>Direct HR Supervisor:</b>	SG Advisor (from the elected campus)	<b>Possible Travel:</b>	Yes
<b>Employment Length:</b>	Varies by position	<b>Working Over Authorized Hours:</b>	Yes, with prior written authorization from direct supervisor

**Job Description**

The Vice President is the second highest university SG elected authority who is responsible for assisting the Student Body President with the overall success of the University of South Florida Student Government operations, programs, and services.

**ROLE AND RESPONSIBILITIES**

- Serve as the primary advisor and assistant to the Student Body President.
- Represent the USF Student Body in the absence or incapacitation of the Student Body President.
- Represent the USF Student Body in an official capacity to the Alumni Association Board of Directors.
- Chair the SG Cabinet meetings.
- Serve as the direct student authority for SG Cabinet positions.
- Attend monthly meetings with the President and every Governor and Lieutenant Governor.
- Represent the student body on various campus representative bodies.
- Assist the Student Body President with the effective delivery of federal programs and services.
- Assist the Student Body President with the hiring of Federal Executive Branch positions and all other positions as specified by SG governing documents that are necessary to maintain the effective delivery of programs and services.
- Perform all other duties as necessary to execute the mission of the USF Student Government as well as all other duties as further specified in SG Statutes 301.3.

**MINIMUM 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 with the university.

**PREFERRED QUALIFICATIONS**

- 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.

**WORKING CONDITIONS**

Work 30 hours a week in an office setting. May have to travel within the state and on campus for Student Government conferences, programs, events, and meetings.

*- 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. -*