

MSUSA Campus Committee Job Description

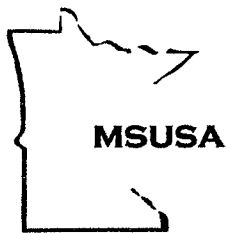
Campus Coordinator

Primary Responsibilities

1. Chair MSUSA Campus Committee.
 - a. Set up meeting time and location.
2. Seek out candidates for committee appointments.
 - a. Select a competent, responsible, and qualified candidate for each position
3. Organize a delegation of students to attend MSUSA functions.
4. Attend MSUSA conferences, as required.
5. Coordinate the planning of MSUSA meetings and/or events that take place on campus.
6. Serve as the official MSUSA representative to the Student Association.
 - a. Attend weekly senate meetings and pass along pertinent information to MSUSA staff and officers.
7. Serves as a proxy in the absence of the Director.
8. Serve as the official MSUSA representative with the university.
 - a. IFO and department chairs or designees
 - b. Administration
 - i. Attend cabinet to cabinet meetings and schedule meetings, as needed.
 - c. Relevant Staff
9. Co-sponsor at least one (1) event on campus per semester.
10. Attend student organization coalition meetings once a month.
11. Obtain student contact information for MSUSA contact management system.
12. Continually update the MSUSA Vice Chair and the Director of Campus Organizing on the status of work being done by the campus committee.
13. Promptly respond to any questions and attempts to communicate that come from the MSUSA Vice Chair and/or Director of Campus Organizing.
14. Evaluate Committee Members
 - a. At the end of each semester, evaluations will be completed for campus committee members and submitted in a timely manner to the Director for approval.
15. Other duties as assigned by MSUSA Staff, Officers, and the Board of Directors.

Job Requirements

1. Must be a student in good standing at the campus for which they've been chosen
2. Familiarity with MSUSA and its goals
3. Ability to maintain positive relationships with campus personnel and MSUSA
4. Good communication skills, both verbal & in writing
5. Demonstrate good time management practices



MSUSA Campus Committee Job Description

Diversity Liaison

Primary Responsibilities

1. Serve as a member of the MSUSA Diversity Advisory Board.
 - a. Assist MSUSA with general diversity awareness.
 - b. Help plan diversity workgroups for MSUSA conferences.
 - c. Assist in planning diversity events on campus.
2. Attend MSUSA conferences, as directed.
3. Participate in MSUSA committee meetings.
4. Continually update the Campus Coordinator on the status of work assignments and projects.
5. Gather information regarding diversity related events and issues on your campus.
6. Update MSUSA campus committee of relevant diversity information on a weekly basis.
7. Work with diversity related committees, organizations, departments, and the Diversity Officer on campus.
8. Perform other duties as assigned by the Campus Coordinator and the Diversity Facilitator.

Job Requirements

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5. Demonstrate good time management practices



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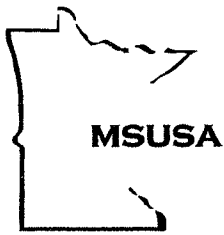
Public Relations Manager

Primary Responsibilities

1. Promote general MSUSA visibility.
2. Attend MSUSA conferences, as required.
3. Participate in weekly MSUSA Committee meetings.
4. Submit a written report to the Campus Coordinator by the last day of the month detailing completed work for that month.
5. Continually update the Campus Coordinator on the status of work assignments and projects.
6. Communicate and work with University public relations staff.
7. Work with all media outlets, on and off campus.
 - a. Send out media releases.
 - b. Set up press conferences, as necessary.
8. Reach out to pertinent departments and utilize resources for marketing research and ad campaign development.
 - a. Communication, Marketing and Design departments.
9. Work with staff on general MSUSA ad campaigns.
 - a. Communicate regularly with the Director of Communications or relevant position.
10. Assist Campus Committee members with events.
11. Promote MSUSA events, conferences, Penny Program, Jared P. Stene Leadership Scholarship, and the MSUSA Alumni Association.
12. Work with community to inform and gain support for MSUSA events and campaigns.
 - a. Attend coalition organizations scheduled meetings regularly.
13. Perform other duties as assigned by the Campus Coordinator.

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5. Demonstrate good time management practices



MSUSA Campus Committee Job Description

Legislative/MnSCU Facilitator

Primary Responsibilities

1. Sit on one (1) MnSCU committee; attend other MnSCU meetings as directed.
2. Facilitate MnSCU Campaigns.
 - a. Acquire student feedback/administer surveys.
 - b. Work with PR Manager to create promotional materials.
3. Relay MnSCU updates and information to MSUSA committee via weekly reports.
4. Facilitate MSUSA legislative campaigns.
 - a. Acquire student feedback/administer surveys.
 - b. Work with PR Manager to create promotional materials.
5. Assemble Lobby Core, when directed.
 - a. Arrange lobby visits and travel accommodations.
 - b. Work with MSUSA staff to train Lobby Core members.
 - c. Submit names and addresses of Lobby Core members.
6. Attend MSUSA conferences, as required.
7. Attend weekly MSUSA Committee meetings.
8. Continually update the Campus Coordinator on the status of work assignments and projects.
9. Perform other duties as assigned by the Campus Coordinator.

Job Requirements

1. Must be a student in good standing at the campus for which they've been chosen
2. Familiarity with MSUSA and its goals
3. Ability to maintain positive relationships with campus personnel and MSUSA
4. Good communication skills, both verbal & in writing
5. Demonstrate good time management practices