



Mt. Hood Community College Associated Student Government Job Description Summary

The Mission of the ASMHCC is to provide the students of Mt. Hood Community College with visible representation, accessibility to the Student Senate, Executive Cabinet, and Student Activities Board, and to promote growth in Co-Curricular programs and provide activities for the campus community.

The Executive Cabinet is responsible for conducting the business of the Association. The appointed members shall set into operation the duties and tasks directed by the President, in accordance with the goals established for the year.

Executive Chief of Staff

Regularly meet with the ASMHCC President and Vice President to update them on staff projects and initiatives. Support staff with the planning of their events. Chair any meetings (as needed) where the President or Vice President are not present. Be the liaison between all three bodies of ASMHCC with communication, ideas, and initiatives that are happening. Help coordinate legislative awareness events at MHCC. Meet with the Advocate bi-monthly to communicate ASG events and initiatives. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Communications

Maintain the Call of Nature News (CNN). Responsible for weekly updates on all ASG social media websites. Assist with the creation of promotional material for ASG sponsored events. Responsible for updating the ASG web pages and displaying and updating photographs on the MHCC website and in the Student Union. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Community Affairs

Manage all aspects of the operation of Barney's Pantry, including scheduling of volunteer hours, purchasing supplies, collecting data and publishing information. Hold at least one food drive per term. Communicate community service opportunities on campus. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Diversity

Work to enhance MHCC students' awareness of diversity issues through training opportunities, programming, and focus groups. Serve as a member of the Access and Diversity Committee. Represent ASMHCC on college committees where decisions are made that involve diversity issues. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Finance

Act as the chair of the Finance Council. Prepare financial reports for the ASMHCC Senate, Executive Cabinet, Student Life office, and any other student inquiring. Conduct an audit of Co-Curricular and Student Club accounts once per term. Coordinate efforts regarding the development, implementation, review and revision of the student fee budget, including developing the student fee budget for the following academic year. ***This position will be compensated with a 12 credit tuition waiver.***

Director of State and Federal Affairs

Work to enhance MHCC students' awareness of legislation and lobbying issues happening throughout the state, and at MHCC, through training opportunities, programming, and focus groups. Work to enhance the student awareness of issues before the state legislature and/or Congress. Work with the Oregon Community College Student Association (OCCSA) to promote student issues on campus. Represent ASMHCC on college committees where decisions are made that involve legislative issues. Organize and arrange for student trips to Salem for appropriate rallies or to testify and lobby on behalf of students. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Campus Sustainability

Work to enhance MHCC students' awareness of sustainability issues through training opportunities, programming, and focus groups. May represent ASMHCC on college committees where decisions are made that involve campus sustainability initiatives. These committees are but not limited to the following: Facilities Council, Strategic Planning Council, and Research & Planning Council. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Student Organizations Council

Act as the chair of the Student Organizations Council (SOC). Communicate campus activities with club members. Be responsible for assisting in the development and involvement of student organizations on campus. Market, plan, and support three Club Fairs, one per term. Develop and coordinate the SOC activities program. ***This position will be compensated with a 12 credit tuition waiver.***

Director of Student Activities Board

Act as the chair of the Student Activities Board. Work closely with adviser to oversee campus wide programming efforts. Assume responsibility for assisting the five SAB coordinators in implementation of campus activities and programs. Work closely with the professional staff of the Student Life Office to ensure proper completion of necessary paperwork and contracts for each event. Ensure all SAB events are promoted significantly to broad campus stakeholders. Work for six weeks during summer term for coordinating and planning of the Welcome Week activities. ***This position will be compensated with a 12 credit tuition waiver.***

Administrative Assistant, ASG Executive Cabinet & Student Organizations Council (SOC)

Record, post, and distribute minutes of the Executive Cabinet and SOC meetings. Assist in the preparation and publication of an agenda for each Executive Cabinet and SOC meeting. Serve as correspondence secretary for the Association as directed by the Executive Cabinet. Manage the office functions of the Association in conjunction with the Senate Administrative Assistant; including the administration of office equipment and supplies, maintaining office organization and cleanliness. ***This position will be compensated with a 12 credit tuition waiver.***

The Student Activities Board (SAB) is responsible for the planning and implementing of student activities of the Association. Each coordinator works closely with the Director of the Student Activities Board and adviser to plan events and activities for students interested in enriching their college experience.

Seasonal Events Coordinator

Coordinates programs, activities and events that take place periodically, such as special holiday events, celebrations or other events and activities of a general nature. Plan and implement activities designed to incorporate as much of the campus as possible. Work with the Director of SAB to incorporate activities such as Welcome Week, Halloween events, Valentine's Day events, Spring Fest and other events designed to reach a large proportion of the campus community on an annual basis. ***This position will be compensated with a 12 credit tuition waiver.***

Receptions Coordinator

Coordinates programs, activities and events which are receptions in nature such as the Night Students' Reception, Unsung Hero Recognition Ceremonies, Bingo Night, Lip Sync Battle and other similar programs. Work closely with the professional staff of the Student Life Office to ensure proper completion of necessary paperwork and contracts for each event. ***This position will be compensated with a 12 credit tuition waiver.***

Wellness Programs Coordinator

Coordinates programs, activities and events regarding health and wellness such as the Dodgeball Tournament, Health and Wellness Fair, Blood Drives and related areas. Work closely with the professional staff of the Student Life Office to ensure proper completion of necessary paperwork and contracts for each event. ***This position will be compensated with a 12 credit tuition waiver.***

Multicultural Programs Coordinator

Coordinates programs, activities and events regarding multicultural programs. Such programs are designed to educate and sensitize the campus community to issues regarding diversity of all types. These programs might address topics focusing on religion, culture, race, nationality, or other areas, which will help the campus to be more aware of the benefits and strengths of multiculturalism. A balanced multicultural program will encompass educational, social and celebratory activities. Work closely with the professional staff of the Student Life Office to ensure proper completion of necessary paperwork and contracts for each event. ***This position will be compensated with a 12 credit tuition waiver.***

Graphic Designer

Collaborate with event coordinators in order to create graphics for SAB events and for SAB marketing purposes. Assist Directors and Senators with graphics for various projects. Must have a background in graphic design. ***This position will be compensated with a 12 credit tuition waiver.***

Administrative Assistant, Student Activities Board

Record, post, and distribute minutes of the SAB meetings. Post and update office hours for all Student Activities coordinators. Develop and maintain files and other records of the Student Activities Board and assist in the maintenance of files and records for each events coordinator. Assist in the preparation and publication of an agenda for each Student Activities Board meeting. In conjunction with Director of Student Activities Board, handle the administration of office equipment and supplies, as well as maintaining office organization and cleanliness. ***This position will be compensated with a 6 credit tuition waiver.***

The Student Senate is responsible for the legislative process of the Association. The Student Senate is the voice of the students and facilitates the student fee budget for each academic year, ensuring that the student fee budget is spent on things that contribute to the positive extracurricular experience at MHCC. The ASMHCC Senate exists to represent the interests and beliefs of the student body, to provide open meetings and represent, express and protect the educational experience of students while advocating honest and open communication between the administration and the students of MHCC. The Senate also provides final approval for all legislation.

Senate (11 positions)

The Student Senate is the official voice of the students at MHCC. They perform an essential function within the association providing overall guidance and approval for all functions of the Associated Students. Each senator may represent an academic or student services area on campus. The senate provides final approval for all legislation, and the student fee budget. The senate ensures that the student fee budget is spent on things that contribute to the positive extracurricular experience at MHCC. ***These positions will be compensated with a 6 credit tuition waiver except for the Pro Tempore, which will be compensated with a 9 credit tuition waiver.***

Administrative Assistant, Senate

Record, post, and distribute minutes of the Senate meetings. Develop and maintain files and other records of the Association. Assist in the preparation and publication of an agenda for each Senate meeting. Serve as correspondence secretary for the Association as directed by the Senate. Manage the office functions of the Association in conjunction with the Executive Cabinet Administrative Assistant; including the administration of office equipment and supplies, maintaining office organization and cleanliness. ***This position will be compensated with a 6 credit tuition waiver.***