Job Description – VICE PRESIDENT

The Vice President shall:

A. Before the A.S. Spring Retreat, help the President in putting together a comprehensive A.S. Leadership manual for each A.S. Leadership Team member and advisor that includes information deemed necessary by the newly elected Executive Board.

B. Serve as the A.S. liaison to USD registered student organizations.

C. Chair Vice President Board Meetings to coordinate services as deemed necessary.

D. Attend weekly Executive Board Meetings.

E. Attend AS Leadership Team Meetings.

F. Be responsible for the coordination of all academic matters pertinent to the students.

G. Serve as the student representative in academic matters including but not limited to University Senate, Undergraduate Curriculum Committee, and other faculty committees as deemed necessary.

H. Oversee the Academic Research Grant Selection Board and processes.

I. Serve as the A.S. liaison to the Provost of the University and Academic Deans of the University.

J. In the absence of the President, conduct the business of the President.

K. Communicate with non-Vice President board members of the Associated Students to have an overall awareness of the Association.

L. Serve as a non-voting, ex-officio member of the Student Senate of the Associated Students of the University of San Diego.

M. Serve as an A.S. representative on the Academic Affairs Committee of the Board of Trustees.

N. Serve as an A.S Representative on the Institutional Review Board, University Senate (faculty version of the Student Senate), and the Board of Trustees.

O. Serve on the A.S. Finance Committee. Work in the interests of students’ needs and concerns.

P. Be responsible for ensuring the proper operation of the A.S. during summer and intersession.

Q. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.

R. Foster and promote inclusivity in their work with administration and student organizations.

S. Attend both the Spring and Winter A.S. Retreats.

T. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.

U. Train and transition newly-elected A.S. Vice President in the Spring Semester.

V. Supervise the Chair of Academics and Chair of Student Organizations while assisting them in their projects and facilitation of Senate Committees.