Job Description – CHIEF OF STAFF

The Chief of Staff shall:

A. Complete tasks as needed by the Executive Board members. Answer phones and direct calls accordingly.

B. Maintain current contact lists of A.S. and Torero Program Board Team members (i.e. permanent and local addresses, phone numbers, e-mail addresses, birthdays, and any other pertinent information deemed necessary by the A.S. Executive Board).

C. Assist in coordination of Senate meetings (i.e. ordering, picking up, and delivering food; distributing agendas; and designing and placing nameplates for members). This responsibility is completed primarily by the Executive Committee of the Student Senate (e.g. Speaker, Senator Pro Tempore, and Parliamentarian) but the Chief of Staff shall assist as needed. Take minutes at Senate meetings.

D. Assist in coordination of ASBC meetings (i.e. ordering food; designing and placing nameplates for members). This responsibility is completed primarily by the Finance Chair but the Chief of Staff shall assist as needed. Take minutes at ASBC meetings.

E. Assist A.S. President in organization matters dealing with the whole leadership team (e.g. keys, PBN Numbers, etc.), and for the Fall and Spring Executive Conferences.

F. Answer questions and address the needs of the people who walk into the office, maintain use of the Associated Students Bulletin Board and respond to interest inquiries from the Associated Students website.

G. Work with the A.S. President on office and/or staff issues. Communicate with the A.S. President and the entire Executive Board regularly.

H. Assist the A.S. President and Executive Board as needed throughout the year.

I. Maintain the A.S. Credit Card, Alcala Card, golf cart, and mobile filing cabinets.

J. Assist the A.S. President in planning retreats, banquets, and senate activities.

K. Organize interviews for A.S. appointed position applicants.

L. Send out a weekly newsletter to the A.S. team regarding updates and upcoming events.

M. Attend both Spring and Fall A.S. Retreats.

N. Foster and promote camaraderie and inclusivity in programming and/or services.

O. Maintain online AS calendar.

P. Train and transition the newly-appointed Chief of Staff in the Spring semester.

Q. Intend to serve 5 posted office hours and 10 total work hours (including the 5 posted office hours)