



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

JOB DESCRIPTION - THE CHIEF OF STAFF

- Section 3 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. Leadership Team members (i.e. permanent and local addresses, phone numbers, e-mail addresses, birthdays, and any other pertinent information deemed necessary by the 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 will be mainly completed 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 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.
 - E. 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.
 - F. Buy needed office supplies weekly at the USD Bookstore or at a local office supply company (including supplies for printer and copier).
 - 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, Bookstore Card, Advantage Card, golf cart, and mobile filing cabinets.





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- J. Assist the A.S. President in planning retreats, banquets, and senate activities.
- K. Organize interviews for A.S. appointed position applicants.
- L. Attend both spring and winter A.S. retreats.
- M. Train and transition newly-appointed Chief of Staff in the spring semester.
- N. Foster and promote camaraderie and inclusivity in programming and/or services.
- O. Maintain binders for Senate.

