



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

JOB DESCRIPTION – THE VICE PRESIDENT

- Section 3 The Vice President shall:
- A. Attend weekly Executive Board Meetings.
 - B. Attend A.S. Leadership Team Meetings.
 - C. Be responsible for the coordination of all academic matters pertinent to the students.
 - D. Serve as a voting student representative in academic matters, such as the Undergraduate Curriculum Committee, and other faculty committees as deemed necessary.
 - E. Oversee the Academic Review Council and processes.
 - F. Serve as the A.S. liaison to the Provost of the University and Academic Deans of the University.
 - G. In the absence of the President, conduct the business of the President.
 - H. Communicate with non-Vice President board members of the Associated Students to have an overall awareness of the Association.
 - I. Serve as a non-voting, ex-officio member of the Student Senate of the Associated Students of the University of San Diego.
 - J. Serve as an A.S. representative on the Academic Affairs Committee of the Board of Trustees.
 - K. Serve as an A.S Representative on the Institutional Review Board, University Senate (faculty version of the Student Senate), and the Board of Trustees.
 - L. Serve on the A.S. Finance Committee. Work in the interests of students' needs and concerns.
 - M. Be responsible for ensuring the proper operation of the A.S. during summer and intersession.





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- N. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.
- O. Foster and promote inclusivity in their work with administration and student organizations.
- P. Attend both the Spring and Winter A.S. Retreats.
- Q. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.
- R. Train and transition newly-elected A.S. Vice President in the Spring Semester.
- S. Supervise the Chair of Academics and Chair of Student Organizations while assisting them in their projects and facilitation of Senate Committees.



*Bylaws of the Associated Students of the University of San Diego
Approved in Session of the Associated Students Senate, 3 May 2018*