Job Title:
Student Foundation President

Department:
Student Involvement

Job Overview: The Student Foundation (SF) President will serve as the primary contact person and official representative for the organization. They will oversee and coordinate the operation of SF in collaboration with the Executive Board and help to establish/maintain relationships with other groups on campus and in the community. Their primary focus will be on oversight of the Executive Board and engagement of the general body membership. **This position is paid for eight (8) hours per week.**

Responsibilities and Duties:

- Maintain eight (8) office hours per week during Fall (starting August 2022) and Spring semesters in the LBJ Student Center – Student Foundation office.
- Act as the liaison between the organization and the rest of the Texas State campus, including collaboration with university departments across campus and various committee participation as needed.
- Serve as the chief executive officer of the organization, including supporting and maintaining organizational standards and policies.
- Provide support to other members of SF Executive Board in their roles as needed.
- Plan and implement all Executive Board and General Membership meetings.
- Plan, implement, and lead programs to increase membership recruitment, engagement, development, and retention in collaboration with Vice President.
- Complete and maintain relevant records pertaining to events, programs, and membership activities.
- Maintain the SF email account and respond to queries in collaboration with Advisor(s) and SF Executive Board.
- Attend weekly meetings with Advisor(s).
- Serve as a representation of SF, including participation in SF tabling days when needed.
- Participation in any SF or Student Involvement activities considered "All Hands On Desk" (AHOD).
- Other duties as assigned to support the mission and vision of Student Foundation and Student Involvement.

Qualifications (exceptions can be made on a case by case basis):

- Must not have a graduation date prior to May 2023.
- Maintain a GPA of 2.5.
- Must be available for bi-weekly General Body meetings (every other Monday 5:00-6:00PM) and weekly Executive Board meetings (time/date TBD).
- One to three semesters experience in an organization leadership position or similar experience.
- Experience working with multicultural/diverse student populations.
- Ability to work in a team oriented and collaborative environment.
- Group facilitation and large event planning skills.
- Must possess strong organizational and time-management skills.
- Must possess strong written and oral communication skills.

- Must possess strong computer competence, including but not limited to Word, Excel, Outlook, and social media and marketing mediums.
- Willingness to work flexible hours including evenings and weekends (as events and scheduled activities require).
- Must be available to work beginning August 8, 2022.

Other Considerations:

- Prior membership in Student Foundation is not required.
- This position will end in May 2023 and if desired, the individual will need to reapply for the 2023-2024 Academic Year.