2020-2021 Student Government Executive Cabinet Positions and Descriptions

Morgan and Jacob are excited to see your interest in the Student Government Executive Cabinet! Members of Cabinet must be able to work independently and be passionate about improving the student experience here at Iowa State. **Applications for all positions are due at 11:59 pm on Thursday, April 16th.**

**Required time commitments will be Cabinet meetings weekly at 8:00 PM on Sundays, and Senate meetings two times per month at 7:00 PM on Wednesdays.** All members of Cabinet may also be assigned duties not listed in the position descriptions below by the President and/or Vice-President.

**Treasurer/Non-Profit Coordinator**
- Direct the Student Government portion of the Analysis of Social Services Evaluation Team (ASSET) which funds social services that directly benefit Iowa State Students.
- Attend meetings with representatives from Story County, City of Ames, United Way of Story County, and Central Iowa Community Service to coordinate non-profit giving and activities in Story County.
- Serve as a member of the Student Government Finance Committee.
- Leads the ASSET Board which has three student volunteers to assist with ASSET funding and funding criteria.
- An ideal candidate would have financial or accounting skills and a passion for nonprofit and charitable work.

**Director of Academic Affairs**
- Develop and execute initiatives to improve the academic experience at Iowa State.
- Collaborate with faculty to ensure students have the academic resources they need to be successful.
- Lead the expansion of Open Educational Resources (OERs) and immediate access materials which are no-cost and low-cost alternatives to textbooks.
  - Serve on the university Open & Affordable Education Committee.
- Serve on a variety of Faculty Senate committees relating to academics, including attending Faculty Senate meetings.
- An ideal candidate would have a fairly flexible schedule; most meetings with faculty occur during daytime office hours. Experience is not required, but a willingness to help students, the ability to navigate complex issues with members of Iowa State, and to do so with professionalism that continues good working relationships is important.
Director of Governmental Affairs

- Inform Student Government on current political events pertaining to higher education at the local, state, and federal levels.
- Contact local and state legislators to ensure that we are serving as a positive voice for the students of Iowa State.
- Update the Student Government President on the Board of Regents’ agendas and issues.
- Work directly with the State Relations Officer for Iowa State University.
- Organize and lead ISU Legislative Ambassadors, the lobbying arm of Student Government.
  - Draft applications and select student lobbyists, and hold frequent meetings to discuss legislative matters that would affect students.
  - Coordinate meetings with members of the Iowa Legislature to advocate for Iowa State University student initiatives.
- An ideal candidate would have experience in either ISU Legislative Ambassadors or working at the statehouse. Strong knowledge of Iowa Government is necessary.

Senior Director of Communications

- Lead the Student Government communications team which consists of the Director of Outreach, Public Relations Committee, Graphic Designer, and Videographer.
- Coordinate Student Government news releases and statements.
- Manage Student Government’s social media accounts.
  - Proficient in Instagram, Facebook, and Twitter.
- Serve as the chair of the Public Relations Committee within Student Government.
  - Interview and select six at-large members for the Public Relations Committee.
  - Facilitate weekly Public Relations Committee meetings (day and time to be determined by the new committee).
- An ideal candidate would have exceptional written communication skills, a solid understanding of social media, and great organizational skills.

Director of Outreach

- Responsible for all direct outreach to students and student organizations.
- Respond to student questions and comments submitted on the Student Government website.
- Create a presentation for incoming freshman and student organizations giving an overview of Student Government.
- Educate and assist student organizations on Student Activity Center regulations, university policies, and Student Government funding processes.
- Manage student organization outreach taskforce.
  - Appoint members to a student organization outreach taskforce.
○ Establish reverse town hall visits with the outreach taskforce.
• An ideal candidate would have great customer service skills, be detail-oriented, and approachable.

Graphic Designer
• Design logos, advertisements, and posters utilized by Student Government throughout the year.
• Work with committee chairs, event coordinators, and others Student Government members to create event flyers, posters, logos, and other marketing materials when necessary.
• Serve as a member of the Public Relations Committee.
• An ideal candidate would have previous graphic design experience and good communication skills.

Videographer
• Facilitate digital media campaigns.
• Sit on the Public Relations Committee and work closely with the Senior Director of Communications.
• An ideal candidate would have prior experience video filming and editing.

Director of Information Technology (IT) & Webmaster
• Make regular updates to the Student Government website.
• Work with the Student Activities Center and the Finance Director to overhaul the Student Government finance system.
• Work closely with IT Services to advance student initiatives relating to technology on campus.
• Serve on various university committees relating to IT at Iowa State.
• An ideal candidate would have prior experience in information technology services and website management using WordPress, along with a passion for improving the technological experience of Iowa State students.

Director of Student Services
• Work with partners in the university and the City of Ames to hold student centered events and campaigns throughout the year.
  ○ Examples of previous projects include: “I Love Ames” partnership at the Ames Farmers Market, human trafficking seminars, and a review of university buildings for accessibility.
• Update the President and Vice President on all major changes being made within the Division of Student Affairs that affect students and their experience at the university.
● Serve as a member of the Student Government Student Initiatives Committee (day and
time to be determined by the new committee).
● An ideal candidate would have strong managerial and organizational skills, as this
position is highly project-focused.

Ex-Officio Ames City Council Student Liaison
● Represent the study body and collaborate with city officials to implement policies and
programs that will benefit Iowa State University students.
● Serve as a non-voting member of the Ames City Council.
● Create reports to be sent to Student Government after each City Council meeting.
● Required to attend all Ames City Council meetings (Once every two weeks, typically at
6:00 PM).
  ○ Required involvement during the summer months.
● An ideal candidate would care about the workings of the city of Ames and how it impacts
students.

Director of Health & Wellness
● Serve as the primary coordinator of Student Government programs, awareness
campaigns, and initiatives to promote student wellness.
● Create and continue projects that focus on physical and mental health and wellness.
● Coordinate efforts with the Division of Student Affairs to provide Iowa State students
with access to adequate health services.
● Serve as a member of the ISU Committee on Mental Health.
● An ideal candidate would have a background in health and wellness or plans on going
into a health-related field after graduation

Director of Diversity and Inclusion
● Lead Student Government’s diversity and inclusion efforts both internally and within the
university at-large.
● Create and execute projects, events, and initiatives to highlight diversity and improve
inclusion on campus.
● Serve on the Council of the Vice President for Diversity and Inclusion.
● Serve as the chair of the Diversity & Inclusion (D&I) Committee in Student Government.
  ○ Facilitate weekly D&I Committee meetings (day and time to be determined by the
    new committee).
● An ideal candidate would be level-headed and calm in difficult situations and have
experience listening to and communicating with individuals of different identities.

Director of Sustainability
● Manage issues of sustainability and inform Student Government of sustainability opportunities.
● Work collaboratively with student organizations on campus-wide sustainability initiatives.
● Promote the Green Initiatives Fund as an option for funding of green initiatives from students and student organizations around campus.
● Regularly communicate with the University Director of Sustainability and university administrators to coordinate efforts on issues of sustainability.
● Represent Student Government on applicable university sustainability committees.
● Serve as the chair of the Sustainability Committee in Student Government.
  ○ Facilitate weekly Sustainability Committee meetings (day and time to be determined by the new committee).
● An ideal candidate would be passionate about creating a more sustainable version of Iowa State, and be willing to work in coordination with others to implement long-term projects toward this goal.

Thank you again for your interest in Student Government!

Additional questions about the positions listed above may be directed to
President Morgan Fritz (mjmfritz@iastate.edu)
Vice-President Jacob Schrader (jas2@iastate.edu)