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JOB TITLE: Associated Students of Centralia College Senator for Student Engagement.

RESPONSIBLE TO: The Associated Students of Centralia College, the Associated Students of Centralia College President, and the Director of Student Life and Involvement.

GENERAL DESCRIPTION: The Senator for Student Engagement is a member of the Associated Student Government. This position's primary responsibility is to assist clubs and organizations, chair the Inter-Club Council (ICC) and serve as a voting member of the ASCC Student Government.

SPECIFIC RESPONSIBILITIES:

Serve as the liaison to all clubs, organizations and the student activities team. Attend the Student Activities Team (SAT) meetings reporting on student government and then reporting to student government on the SAT. Attend as many club/organizations meetings through term in office.

Create a visibility on campus about student government. This could include but is not limited to: maintain all promotional material to include print, media and social media; assist in publishing a Student Government newsletter; make suggestions on the student government website.

Is responsible for the promotion of student government operations and events as well as the promotion of other events of student interest and concern.

Responsible for the coordination of posting and distribution of flyers and Toilet Talks on campus.

Coordinate Involvement Fairs at least once per quarter with the exception of summer quarter.

Encourage Club/Organization involvement in new student orientation.

Insure that all club and organization presidents and officers are familiar with Centralia College's clubs and organizations policies and procedures.

Be a resource to club and organization leaders in all aspects of clubs, organizations, and their activities.

Plan, publicize, and chair ICC meetings to include a student representative of each club and organization. Hold up to four ICC meetings per quarter.

Be an information source to personnel and students in regards to clubs and organization.

Maintain a club and organization file to include all pertinent information for future club, organization, minutes and ASCC Student Government uses.

Prepare and distribute agendas for ICC meeting, to clubs and organizations.

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Distribute minutes from the ICC meetings to all ICC members and student government.

Inform the ICC on all ASCC Student Government business.

Oversee the club/organization re-charter process.

Other duties as related to Clubs and Organizations.

Responsible for posting of any open student government positions in accordance with ASCC and college policies.

Serve on Campus Facilities Committee.

Ensure that other students appointed to sustainability committee, facilities and technology Committee attend meetings. Keep ASCC Vice President up to date on student appointee attendance.

Coordinate efforts with the Senator for Student Advocacy.

Meet with the Vice President of Human Resources and Legal Affairs once a quarter.

Assist in all aspects of Student Life and Involvement.