

## **Assistant Vice President Job Descriptions**

Assistant Vice Presidents (AVPs) oversee a team of 3-9 students and directly report to a member of the SGA Executive Cabinet. AVPs are tasked with empowering students in Director/Assistant Director level positions by providing direction and support. AVPs are responsible for ensuring their team members promote diversity, equity and inclusion through all efforts.

*(Please note, the Executive Director of Elections is listed on page 4, and Executive Director of Schools Council job descriptions is listed on page 5)*

### **General AVP Responsibilities**

- Organize and lead weekly meetings with Directors/Assistant Directors to offer guidance, gather updates, and fill them in on any pertinent SGA developments which effectively enable them to perform their duties
- Assess and identify pressing student concerns and desires relating to their area of SGA and formulate strategies for achieving determined objectives
- Work directly with university administrators to maintain strong relationships and advocate for students' needs and concerns
- Attend weekly meetings led by a member of the Executive Cabinet, along with other AVPs
- Be willing to serve on various University Boards & Committees

### **Cabinet Administration**

#### **AVP of Cabinet Administration:**

- Ensure minutes are taken during Cabinet meetings then disseminated to members afterwards along with other pertinent information
- Provide guidance to Freshman Forum
- Serve as a resource to the Aubie Program, and keep them apprised of SGA matters
- Assist with the planning and facilitation of Better Relations Day, Up All Night, and other programs

#### **AVP of Opportunities:**

- Create new and promote existing one-time volunteer opportunities open to the student body
- Coordinate and manage opportunities to reach students at events such as Camp War Eagle browses, Successfully Orienting Students browses, O-Days, and other programs
- Oversee SGA's recruitment efforts

## **Communications and Marketing**

### **AVP of Media Operations:**

- Oversee the utilization of creative media to visually promote SGA's outreach efforts and initiatives
- Manage the scheduling of filming, photography, and editing of content used for SGA's social media and website
- Collaborate with the Executive Cabinet to enhance internal communication between all areas of SGA and assist with website maintenance
- Support Directors of photography and videography in maintaining the SGA's brand

### **AVP of Communications and Marketing:**

- Oversee the creation and implementation of SGA's digital marketing schedule
- Further relationships with media groups on and off Auburn's campus
- Support Directors in creating innovative marketing methods to enhance external communication with students, student organizations, faculty, staff, and the community
- Oversee scheduling and implementation of SGA's weekly newsletter
- Assist in the management of SGA's Social Media accounts

## **Finance**

### **AVP of Finance:**

- Assist in the oversight, utilization, and reconciliation of the SGA Budget
- Advocate on behalf of topics regarding the student experience relating to financial wellbeing including financial literacy and student budgeting
- Facilitate Treasurers' Cabinet by empowering the treasurers of Student Activity Portfolios (SAPs) and Student Senators serving on the Budget & Finance committee to effectively manage their allocation of Student Activity Fees

### **AVP of Auburn Rings:**

- Work directly with Balfour, Inc. and SGA to expand the Auburn Ring Tradition
- Oversee the marketing of the Auburn Ring and SGA's sales of the Auburn Ring to the student body and alumni
- Support students serving as Balfour Ring Ambassadors to help promote and sell the Auburn Ring
- Implement various programs related to the Auburn Ring including Ring Night and Ring Ceremony

## Initiatives

### **AVP of Academic Affairs:**

- Advocate on behalf of topics regarding the student experience relating to Academic Affairs
- Oversee initiatives pertaining to Academic Advising, educational support services, course registration, the Ralph B. Draughon Library, Reading Days, the AU Syllabus Bank, etc.
- Support Directors/Assistant Directors in gathering feedback on the student experience relating to Academic Affairs, conduct peer benchmarking/research, and present relevant findings to administrators

### **AVP of Athletics:**

- Advocate on behalf of topics regarding the student experience relating to Athletics
- Oversee initiatives pertaining to all of Auburn Athletics and the Organizational Seating Program
- Support Directors/Assistant Directors in gathering feedback on the student experience relating to Athletics, conduct peer benchmarking/research, and present relevant findings to administrators

### **AVP of Campus Life:**

- Advocate on behalf of topics regarding the student experience relating to campus life
- Oversee initiatives pertaining to Campus Dining, Health and Wellness, and University Housing, etc.
- Support Directors/Assistant Directors in gathering feedback on the student experience relating to campus life, conduct peer benchmarking/research, and present relevant findings to administrators

### **AVP of University Operations:**

- Advocate on behalf of topics regarding the student experience relating to university operations
- Oversee initiatives pertaining to Campus Safety, Facilities Projects, Information Technology, and Parking and Transportation, etc.
- Support Directors/Assistant Directors in gathering feedback on the student experience relating to university operations, conduct peer benchmarking/research, and present relevant findings to administrators

## Outreach

### **AVP of Diversity, Equity and Inclusion:**

- Ensure SGA is representing all students by implementing inclusion and diversity-based projects, including but not limited to: Breaking Barriers and listening tours
- Further SGA's relationships with identity-based student organizations and offices
- Help advocate for ongoing trainings and educational opportunities for members of SGA

### **AVP of External Affairs:**

- Increase civic engagement by organizing voter registration drives and bringing speakers to campus through SGA's "Capitol on the Plains" series
- Further relations with the City of Auburn by empowering representatives to present at City Council meetings, and attend City committee meetings
- Support the leadership of SGA's Lobby Board in educating the student body about pertinent matters pertaining to the State government, and advocating on behalf of the student body for higher education funding

### **AVP of Feedback and Assessment:**

- Oversee the utilization of Auburn Answers, SGA's digital feedback system
- Guide SGA's research efforts, peer-institution benchmarking, and survey design
- Act on reports from SGA's Executive Cabinet to ensure SGA's upcoming advocacy efforts are grounded in student feedback and research

### **AVP of Outreach Programs:**

- Oversee the implementation of Hey Day, Fall Feast, and Creed Day
- Facilitate Outreach events included but not limited to: Town halls and other outreach days

## Executive Director of Elections

- Coordinate the selection of the Elections Board and Elections Council and train them on election law
- Supervise the Director of Elections and Elections Council in organizing, publicizing, and administering all campus elections (Miss Homecoming, Miss Auburn, and SGA)
- Serve as a member of the Elections Board
- Design and present the schedule of elections to the Student Senate for approval
- Design and present the campaign packet to the Elections Board for approval
- Ensure that the SGA Code of Laws is understood and followed by all parties involved in elections

## **Executive Director of Schools Council**

- Serve as the contact-person between the Schools Council Executive Officers and SGA
- Coordinate monthly Schools Council General Assemblies
- Assist Schools Council Officers with their ongoing initiatives and advocacy efforts
- Attend Student Senate meetings and provide updates on Schools Council developments
- Maintain a monthly action plan/calendar which details Schools Council programs and initiatives
- Facilitate and manage the Student Counseling and Psychological Services (SCPS) Schools Council liaison program