

UNIVERSITY OF IOWA STUDENT GOVERNMENT
Executive Cabinet Positions

Chief of Staff: The Chief of Staff shall assist the President and Vice President in the management of the Executive Cabinet. The Chief of Staff will manage the internal day-to-day operations of the Executive Branch (e.g., organize weekly Executive meetings, ensure all minutes of UISG are maintained and made available, create and update the schedule of office hours). The primary duty of this person will focus on managing Executive officers and ensuring progress towards the completion of the Executive platform. The Chief of Staff meets with other Executives to reflect on the organization, individual performances and plans out their semesters to set appropriate deadlines for different platform initiatives and projects. The Chief of Staff must also compile two reports per semester to showcase UISG's progress in platform initiatives and other goals. This position will serve a minimum of 15 hours per week.

Executive Assistant: The Executive Assistant will work specifically with the President, Vice President, and the rest of the Executives to support their day-to-day responsibilities. This position may involve assisting the President and Vice President with scheduling, researching initiatives, coordinating travel, responding to inquiries from campus and community partners who contact the President or Vice President, and other duties to assure the smooth operation of the Executive Branch and UISG as a whole. The Executive Assistant will also collaborate with all other Executives and work on various projects that are needed within the Executive Branch. This position will serve a minimum of 10 office hours per week.

Chief Financial Officer: The Chief Financial Officer will assist all branches of student government with the preparation of financial documents, oversee all of UISG's general and supplemental accounts, and creates and maintain a budgeting timeline for the fiscal year. The CFO will oversee CSIL grant funding, attend, Student Activity Fee meetings, and work closely with the Graduate and Professional Student Government (GPSG) CFO on joint financial initiatives. They serve as an ex-officio member of the Joint Finance Committee and the UISG Senate's Student Assembly Budgeting and Allocations Committee (SABAC). The CFO collaborates with the SABAC Chair on various projects related to UISG's funding and meets regularly with the committee to discuss budgetary affairs. The CFO will inform the Senate of the financial standings and fiscal affairs of UISG regularly during announcement periods. The CFO is also in charge of the budgetary application process for registered student organizations and submits recommendations to the SABAC committee during funding periods for approval. The CFO also plays an important role in managing and responding to funding requests outside of the normal funding periods from student organizations and from other university departments and partners as well. The position will serve a minimum of 15 hours per week.

Director of Communications: The Director of Communications will work with UISG Executives and Senators to promote the work of student government. The Director of Communications will manage all UISG social media accounts and the UISG website to communicate information about UISG and UISG-sponsored activities to all outside parties, including the University of Iowa and Iowa City communities. This position will serve as the official liaison to IMU Marketing and Design to coordinate marketing efforts and student government-led campaigns. The Director of Communications will also work with various media outlets such as the Daily Iowan through written press releases, op-eds, and interviews about newsworthy UISG activities. At the beginning of each semester, the Director of Communications will set goals for UISG social media such as Facebook likes, retweets, and likes per post, and any other goals pertaining to communications. The Director of Communications will monitor progress towards these goals

throughout the year and make adjustments in strategy. The Director of Communications will oversee and manage the Communications Team members. This position will work on all Executive platform initiatives as they pertain to public relations. This position will serve a minimum of 10 hours per week.

Director of Diversity & Inclusion: The Director of Diversity & Inclusion will work to create a campus environment that is welcoming and inclusive to all University of Iowa students. This position will work especially to magnify the voices of underrepresented and historically marginalized populations. The Director of Diversity & Inclusion will listen to the concerns of students, student organization leaders, and community partners to develop initiatives and programs that improve the overall campus climate surrounding matters of diversity and inclusion. This Officer will work closely with representatives from the Chief Diversity Office and the Center for Diversity and Enrichment. They will be an advocate for undergraduate students to assure there is equal representation in every opportunity (e.g. funding, involvement, collaboration) and be a visual and supportive liaison to all constituencies on campus. The Director of Diversity & Inclusion will work closely with the Senate Diversity Committee and work with the Chair ensure that UISG maintains a consistent vision for the direction of diversity initiatives on campus. This position will work on all Executive platform initiatives as they pertain to diversity and inclusion. This position will serve a minimum of 10 hours per week.

Governmental Relations Liaison: The Governmental Relations Liaison shall coordinate UISG legislative efforts. The Governmental Relations Liaison will be involved in the State legislative process at the State Capitol and shall lobby on behalf of students with state legislators, the Governor, Board of Regents, and Iowa's Federal delegation to advance the needs of students. They will develop a state and federal legislative agenda that UISG will use to help guide their advocacy. The Governmental Relations Liaison will help coordinate get-out-the-vote efforts on campus and bipartisan educational opportunities related to local, state and federal politics. The Governmental Relations Liaison will work with the Governmental Relations committee and will maintain a close relationship with the Chair of the committee. The position will be responsible for ensuring that students receive adequate training on how to talk with legislators for Hawkeye Caucus day at the Capitol building in Des Moines. They will also help bring UISG members and students outside of UISG to Des Moines to advocate for various issues related to students. This position will involve frequent trips to Des Moines for UISG related work. This position will serve a minimum of 10 hours per week.

Secretary: The Secretary will ensure that all minutes of the UISG legislative and executive meetings are maintained and made available. This position will assist the Speaker of the Senate and Speaker Pro-Tempore with daily tasks such as keeping attendance at Senate meetings, monitoring Senator office hour attendance, and ensuring Senate legislation is signed by the President and scanned for recordkeeping. The Secretary is also responsible for the successful operation of the reception desk, serves as liaison to office guests, and assists in the development and execution of Legislative Branch directives and various Executive Branch projects. The Secretary is also responsible for updating and maintaining the UISG OrgSync page. This position also ensures the UISG office is kept organized and tidy. This position will serve a minimum of 10 hours per week.

Director of Sustainability: The Director of Sustainability will develop and coordinate UISG sustainability initiatives throughout the year. The position will also oversee the Green Initiatives Fund (GIF), which involves reviewing student requests for funding for sustainability-related items, helping students with their applications, increasing awareness of the fund, and managing

the GIF committee who approves funding requests. This position will work in conjunction with the Office of Sustainability to support University-wide sustainability initiatives, work with student organizations and university departments to make their operations more sustainable, and promote sustainability among the undergraduate population in order to meet the University's 2020 Sustainability Goals. The Director of Sustainability will work with the sustainability committee and meet with its committee chair regularly. The Sustainability Liaison will work on all Executive platform initiatives as they pertain to sustainability. This position will serve a minimum of 10 hours per week.

Vice City Council Liaison: The Vice City Council Liaison will be responsible for assisting with duties expected of the City Council Liaison. This position will work to maintain a strong relationship between the Iowa City City Council and UISG by giving reports to City Council on student-city relations, communicate with UISG on community issues, and assist in collaborative efforts between UISG and the City Council. The Vice City Council Liaison meets with the Iowa City City Manager and the assistant to the City Manager, and attends every City Council meeting. The Vice will work with the City Council Liaison to learn about the various issues that affect students on a city-level and learn the inner-workings of the the different departments and systems of the city. They will also work to engage the student body with the City Council by working to increase student attendance at City Council meetings and increase student turnout in the City Council elections. The Vice City Council Liaison will work the Governmental Relations committee and collaborate with Senators to write legislation on Iowa City-related issues. In the event that the City Council Liaison cannot fulfill their duties, the Vice City Council Liaison will be responsible. The Vice City Council Liaison will serve as the City Council Liaison the subsequent year. This position will serve a minimum of 5 office hours per week.

Director of Health & Safety: The Director of Health & Safety will work to improve student health and well-being at the University of Iowa and also work to increase safety both on and off campus. This position will work with many University and community partners including the University of Iowa Police Department, Iowa City Police Department, Women's Resource & Action Center, Rape Victim Advocacy Program, the Department of Public Safety, the Office of Sexual Misconduct Response Coordinator, and the University Counseling Services. The Director of Health & Safety will serve on the Anti-Violence Coalition and Campus Education Subcommittee, which are committees that work to prevent sexual misconduct at the University of Iowa. Additionally, the Director of Health & Safety serves on the Alcohol Harm Reduction Committee and Partnership for Alcohol Safety, which are committees that work to create a campus environment that decreases high-risk drinking and related harmful consequences. The Director of Health & Safety will also develop initiatives and campaigns related to improving the health and safety of the student body. The Director of Health & Safety will work on all Executive platform initiatives as they pertain to health and safety. This position will serve a minimum of 10 hours per week

Director of External Relations: The primary duty of the Director of External Relations will be to ensure student government transparency and accessibility. This position will be responsible for gathering information about student concerns and general feedback. The Director of External Relations shall act as the liaison between UISG, registered student organizations, campus partners, and community members by organizing meetings, seminars, forums and outreach programs. This Officer will serve on the Student Organization Review Committee and will be responsible for helping CSIL administer informational sessions to provide student organization leaders information about UISG policy and processes, like opportunities for funding, for

example. This position will work on all Executive platform initiatives as they pertain to outreach. The position will serve a minimum of 10 hours per week.

Student Services Coordinator: The Student Services Coordinator will oversee and improve the operations and communication of UISG funded student services such as the Collegiate Readership Program, Free Coral Ridge Bus Route, Safe Ride, and others. The Student Services Coordinator will also manage ongoing UISG funded initiatives such as the Charger & Umbrella Checkout at the IMU Welcome Desk, the Student Activity Center craft station, the lockers for students on the IMU ground floor, student organization storage space, the bike fix-it stations, and many others. This position will focus most of their time working to manage these UISG initiatives, ensure that that students know about them, and ensure that these services are serving students in the best way. The Student Services Coordinator will also work with other Executives to assess and maintain past UISG initiatives that fall under their purview. Additionally, they will identify areas on campus where student services are needed and create initiatives to fulfill those needs. This position will also identify current student services in other areas campus and partner with the appropriate stakeholders to communicate and improve these services (e.g. Ride Share with Parking & Transportation). The position will also work closely with the President, Vice President, CFO, and UISG adviser to manage UISG contracts. The Student Services Coordinator will also work with the Student Life Committee. This position will serve a minimum of 10 hours per week.

Chief Financial Officer Assistant: The Chief Financial Officer Assistant will work with the CFO to manage the finances, purchases, and general financial well-being of UISG. This position should enable the CFO to better manage the various accounts and expenditures of UISG. The exact nature of the work will be dependent on the agreement between the CFO and CFO assistant. In Addition to helping the CFO with daily tasks, the CFO assistant may take on additional projects such as labeling all TEA equipment purchases, working with student organizations to ensure line item requests are followed outside of typical funding periods, working with the Director of Sustainability to oversee the Green Initiatives Fund to keep track of the financial status of all accounts, helping with the management of funding period requests, and helping with management and reporting of UISG budgets to the appropriate bodies. This position is unpaid and will serve a minimum of 5 hours per week.

Communications Team

Social Media Director: The Social Media Director will create engaging social media platforms (Facebook, Twitter, Instagram, etc.). They should be devoted to maintaining active social media accounts by posting content on all of the aforementioned platforms and managing interactions on those pages. Their main goal is to continue to promote the work of UISG and sharing information on student issues as well as strive to spread the reach of UISG social media platforms to as many students on campus as possible. The Social Media Director will work with the Communications Team to establish priorities for each week of work in order to create cohesive marketing. Interested applicants should have some experience with marketing and digital media. This position is a good opportunity for students wishing to further their digital media skills develop an impressive portfolio. This position is unpaid and will serve a minimum of 5 hours per week.

Press Relations Director: The Press Relations Director will advise UISG on how best to engage with the press, including the *Daily Iowan*, *Iowa City Press Citizen*, *Des Moines Register*, etc. The Press Relations Director should be a confident writer, and they will help draft

statements and press releases on behalf of UISG. The Press Relations Director should be conscientious and detail oriented. They will also assist in the management of a UISG blog. The Press Relations Director will work with the Communications Team to establish priorities for each week of work in order to create cohesive marketing. Interested applicants should have some experience with press relations. This position is a good opportunity for students wishing to further their press relations skills develop an impressive portfolio. This position is unpaid and will serve a minimum of 5 hours per week.

Graphic Designer: The Graphic Designer will design graphics and infographics for social media about UISG's progress and student issues that will be used on all social media platforms as well as website. The Graphic Designer will work with the Communications Team to establish priorities for each week of work in order to create cohesive marketing and marketing strategies. Interested applicants should have some experience with graphic design and respective editing programs. This position is a good opportunity for students wishing to further their graphic design skills and develop an impressive portfolio. This position is unpaid and will serve a minimum of 5 hours per week.

Photographer: The Photographer will capture the moments of student life at the University of Iowa for UISG to feature on all social media platforms and marketing materials. This will include photographing UISG meetings/events as well as other student organization meetings/events. The photographer will work with the Communications Team to establish priorities for each week of work in order to create cohesive marketing. Interested applicants should have some experience with photography and editing programs. This position is a good opportunity for students wishing to further their photography skills and develop an impressive portfolio. This position is unpaid and will serve a minimum of 5 hours per week.

Videographer: The Videographer will create informational videos that inform students about student life at the University of Iowa and UISG. The Videographer will film a monthly video to update students on UISG progress and student issues that UISG continues to address. The videographer should be able to envision and develop engaging videos that students want to watch. Interested applicants should have some experience with videotaping and editing content with quick turnarounds. The Videographer will work with the Communications Team to establish priorities for each week of work in order to create cohesive marketing. This position is a good opportunity for students wishing to further their videography skills and develop an impressive portfolio. This position is unpaid and will serve a minimum of 5 hours per week.