

**S T U D E N T G O V E R N M E N T A S S O C I A T I O N**  
**Y O U R C O N N E C T I O N**

**Job Title:** Elections and Credentials Council (ECC) Commissioner

**Length of Term:**

- February 1, 2016 – March 31, 2016 (in training – time will be spent shadowing current ECC Commissioner)
- April 1, 2015 – April 1, 2016 (official term)

**Compensation:** \$500 per semester of official term

**Time Commitment:** Approx. 7 -10 hours/week broken down as follows:

- 2 hours/bi-weekly attending SGA Senate meetings
- 2-3 hours/weekly chairing ECC meetings
- 1 hour/weekly meeting with adviser
- 1 hour/bi-weekly meeting with SGA Cabinet
- 2 hours/weekly office hours to be held at the Parke Student Leadership Center Desk
- TBD: serving on campus institutional committees as assigned by SGA President
- Additional time is necessary during fall and spring elections (September and February)
- Other: actively working to achieve the responsibilities and goals of this position outside of the designated office hours as necessary

**Minimum Qualifications:**

- Minimum GPA of 2.5 before application and during term
- Detail-oriented
- Effective and professional communication skills
- Ability to research and analyze information
- Dedicated to the empowerment of student leaders for major Concordia organizations/programs

**Preferred Qualifications:**

- Experience leading a group of peers
- Interest in formal government processes
- Knowledge of different decision making processes
- Experience with hiring and interviewing processes

**Job Responsibilities**

1. Chair the Elections and Credentials Council
  - a) Schedule council meetings
  - b) Prepare agendas and facilitate council meetings
2. Coordinate the interview and selection process for the chairs of Orientation, Homecoming, Family Weekend, and the commissioners of CEC, CSC, CMC, SGA (Programs and Events, Student Involvement Council, Academic Affairs, Student Services)
  - a) Create yearly hiring timeline and communicate deadlines
  - b) Update application materials
  - c) Coordinate the advertising of the positions with the SGA Director of Communications
  - d) Communicate with appropriate staff advisers regarding the hiring process
  - e) Schedule candidate interviews
  - f) Facilitate interviews and communicate final hiring decisions
3. Coordinate the selection process of SGA Members at Large
4. Serve as the SGA Election Marshal for Fall and Spring Elections

- a. Coordinate the advertising of the elected positions with the SGA Director of Communications
  - b. Plan and advertise interest meetings
  - c. Manage the official petitioning and campaigning process
    - i. Update the Elections Handbook bi-annually
  - d. Respond to any questions or concerns from candidates or constituents
  - e. Coordinate Election Day
    - i. Verify votes
    - ii. Make announcements of election results
5. Oversee the SGA Constitution
- a) Annually review the Constitution and make any inconsequential changes
  - b) Consider any changes to the By-laws and propose them to the SGA Forum
  - c) Recommend any significant Constitution changes to the SGA Forum and coordinate any votes by the student body
  - d) Maintain SGA's official copies of both the Constitution and By-laws
6. Attend all necessary SGA trainings and events (i.e. retreats, meetings and leadership development opportunities)
7. Serve your SGA office hours (2 per week) at the Parke Student Leadership Center desk while responding to customer needs (photocopying, paint room questions, publicity assistance, etc.)

**To Apply:**

Deadline: Wednesday, January 27<sup>th</sup>

Application available online at [www.cord.edu/leadership](http://www.cord.edu/leadership)

**This portion to be completed after hiring:**

By signing this position description, I agree to fulfill the responsibilities outlined herein. I understand my compensation will be adjusted accordingly if I do not meet the job responsibilities. I understand that members of SGA are asked to maintain a 2.5 GPA during their term of office. I authorize the SGA staff adviser to check my GPA during my term of office. In addition, I understand that members of SGA are expected to abide by college policies and civil law, as they represent the student body and are role models of Concordia College.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_