

USG Director of Community Affairs

Department	Pay Grade	Status	Date Revised	Pages
USG	Skilled	Student	1/17/2020	2

BASIC FUNCTION: The Director of Community Affairs shall serve a liaison between the USG and the City of Kent community.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Attend all Public USG Senate Meetings and USG Senate Organizational Meetings.
- Monitor local legislation and act as a liaison between the Kent community and the students.
- Shall serve as a liaison between the student body and student government and
 - The city government of the City of Kent
 - The county government of the County of Portage
 - The Kent Area Chamber of Commerce and the local business community generally.
- Attend all meetings of the Kent City Council, which do not conflict with USG meetings.
- Attend other City government meetings (for example: meetings of the Board of Health or the Shade Tree Commission).
- Attend at least one event per semester organized by the Kent Area Chamber of Commerce, such as the regular Chamber Breakfasts.
- Represent the views of the USG to the City government, the County government, the Chamber of Commerce, or any official or department thereof, whenever directed to do so by the USG Senate, Cabinet, or President.
- Work in conjunction with the Director of Governmental Affairs to consider and recommend positions to the Undergraduate Student Senate on local matters of a political nature, when they deem proper.
- Work in conjunction with the Director of Governmental Affairs to communicate with, monitor, and lobby local bodies and agencies regarding any action that may affect the undergraduate student body, when they deem proper.
- Work closely with the Senator for Off-Campus and Commuter Students in general but also particularly:
 - With respect to off-camps and commuter students residing in or near Kent.
 - In maintaining good relations with residential fraternities, residential sororities, the Interfraternity Council, the Panhellenic Council, and the Integrated Greek Council.
- Assist the Director of Student Advancement
 - With the Judicial Advocate Program; A Judicial Advocate serves as a conduct advisor during student conduct hearings for students accused of violating the Code of Student Conduct
 - In maintaining good relations with the Office of Student Conduct
- Establish a senatorial committee with at least 3 members.
- Serve on the Public Safety Advisory Committee, if asked to do so.
- Create, maintain, or keep updated a manual for this position, to be archived by the USG and handed down to his or her successor, and to assist his or her successor in the training and transition period.

MINIMUM QUALIFICATIONS:

During the serving period, students must meet these minimum qualifications:

- 2.25 Cumulative GPA
- Full time undergraduate student status

- Hold 10 Office Hours per week during open office times
- Attend Public Meetings & USG Student Organization meetings
- Free from 5:30 pm - 8:00 pm on Wednesdays
- The Director of Community Affairs must reside off campus, during his or her term.

KNOWLEDGE OF:

- Leadership theory, competencies and skills
- Kent State University resources
- USG Charter, Bylaws, Prior and Current Legislation, Robert's Rules of Order and Student Leader Scholarship Agreement

SKILL IN:

- Written, verbal and interpersonal communication
- Desktop office computer applications
- Conflict Management

ABILITY TO:

- Meet deadlines
- Analyze situations and develop solutions
- Establish and maintain positive working relationships with others
- Be self-directed
- Work within and lead within a team-oriented environment
- Work effectively with diverse populations and various constituencies
- Manage conflict

NACE (National Association of Colleges and Employers) COMPETENCIES:

- Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

LEARNING OUTCOMES:

As a result of participating as a COS, students will...

- Demonstrate leadership knowledge, skills, and competencies
- Model effective communication techniques with peers
- Demonstrate effective teamwork, collaboration and role modeling skills
- Develop an increased appreciation for diversity and a commitment to inclusion
- Practice transferable professional skills that increase career readiness and marketability
- Deliver effective customer service techniques that create a community of care

EXPECTATIONS:

- Remain in good academic standing in accordance with university standards and the Student Leadership Scholarship Agreement. Director of Student Advancement must have a 2.25 cumulative GPA during application and throughout their service and be a full time student.
- Attend **ALL** assigned office hours, events, meetings and trainings
 - Training in August
 - 10 scheduled office hours in the USG office per Academic Year
 - 5 scheduled office hours in the USG office over summer to be coordinated with President and USG Advisor (begins week after Spring Finals and ends the week before Training Week)
 - 2 leadership events per semester
 - Public and USG Student Organization Meetings
- Perform Essential Functions as described

COMPENSATION:

- \$2,140 a semester as scholarship
- \$10.00 per hour for summer
- Ongoing professional development and training
- Professional feedback and self-assessment

CONTACT:

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