

Senator for the College of Architecture and Environmental Design

Department	Pay Grade	Status	Date Revised	Pages
USG	Skilled	Student	12/24/2021	3

BASIC FUNCTION: The Senator for the College of Architecture and Environmental Design is responsible for student input into the college and acts as a liaison between students and admin.

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

- Shall serve as a liaison between the USG and the College of Architecture and Environmental Design.
- Communicate with the dean of the College of Architecture and Environmental Design monthly during the academic year to stay current on events and changes within the College of Architecture and Environmental Design.
- Attend Faculty Senate meetings as a guest when items within the College of Architecture and Environmental Design are being discussed.
- Recommend USG response to all proposals for change within the College of Architecture and Environmental Design.
- Work with the USG Director of Academic Affairs to plan and implement events for the College of Architecture and Environmental Design-Meet the Deans Week.
- Shall serve on the Dean’s Student Advisory Board for the College of Architecture and Environmental Design during their term.
- Shall carry out a positional transitioning including, but not limited to:
 - Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on
 - Reviewing of positional goals and explanation of why any unaccomplished goals exist
 - Holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of the positional manual, and ultimately seek to minimize the level of productivity regression due to the assimilation period.

MINIMUM QUALIFICATIONS:

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

- Must have declared a major or be a pre-major for at least one semester prior to elections within the College of Architecture and Environmental Design.
- Enrolled in at least 8 undergraduate credit hours during the year of appointment
- Have a current GPA of and maintain a cumulative grade point average of 2.25
- Have passed at least 6 or more hours in the proceeding semester
- Cannot be on semester warning or academic probation
- Ability to hold 4 Office Hours per week during open office times
- Ability to attend Public Meetings & USG Student Organization meetings 5:30 pm - 8:00 pm on Wednesdays

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

RELATED [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, the student 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:

- Attend **ALL** assigned office hours, events, meetings, and training in their entirety
 - Formulate a written report to be presented at public meetings and published on the official USG website.
 - Training in August
 - 4 scheduled office hours in the USG office per Academic Year
 - 2 leadership events per semester
 - Public and USG Student Organization Meetings
- Perform Essential Functions as described

COMPENSATION:

- \$1,070 a semester as a scholarship
- Ongoing professional development and training
- Professional feedback and self-assessment

CONTACT:

Reports to: President, USG

Email: Phone:

USG Advisor and Associate Director, Leadership Programs and Development, Center for Student Involvement

Email: Phone:

Student Leader Signature:

Date:
