

Associated Students of Tacoma Community College (ASTCC)

A minimum 2.5 GPA must be maintained during each quarter of employment as well as 10 credits per quarter. Failure to meet the criteria will result in employment termination from Student Engagement.

Secretary

The role of a secretary in any position is vital to recording and maintaining the storage of documents relevant to the group they work with. In other words, they are keeping written evidence that an event took place, or proof of decisions made. Secretaries are important to maintaining the honesty and integrity of the institution or group that they represent, as their words serve as proof of the decisions and discussions made by said group for future members or the public to reference.

RESPONSIBILITIES:

1. Work closely with the Director of the Office of Student Engagement & Program Assistant to provide important updates and developments within the Student Senate.
2. Record, organize, and maintain records associated with Student Government.
 - a. Includes (but not limited to): Senate meeting agendas, senate meeting minutes, student government meeting minutes, and club documents.
3. Serve on or assist with committees (ex. S&A Budget, Hiring, Tenure, Tech Fee, etc.)
4. Attend all ASTCC Executive Committee meetings.
5. Attend all ASTCC Senate Meetings.
6. Serve on committees as assigned.
7. Fulfill other executive responsibilities pertaining to the office of ASTCC Secretary.
8. Ensure that online resources are current regarding ASTCC Senate.
9. Work with ASTCC VP of Legislation & Records to monitor club attendance at all Senate Meetings and to determine availability of S&A funds.
10. Assure that clubs are notified of events and information.
11. Attend all Student Life Staff meetings and events that do not conflict with class schedule.
12. Recruit volunteers to assist on projects as needed.
13. Assist the Director of Office of Student Engagement, as necessary.
14. Participate in summer training/Orientation, staff retreats, and weekly staff meetings.

PREFERRED QUALIFICATIONS

1. Experience with Microsoft Office Suite.
2. Experience with bookkeeping or accounting.

3. Training in leadership or team building.
4. Experience as a TCC Senator.