

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. This position will serve a minimum of 15 hours per week.

Executive Assistant: The Executive Assistant will work specifically with the President and Vice President 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 help the President and Vice President with duties related to the Association of Big Ten Students and other national involvements. 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, serve as a non-voting, ex-officio member of the Student Assembly Budgeting and Allocations Committee (SABAC), collaborate with the SABAC Chair to ensure compliance with University regulations and uniform financial practices, and create and maintain a budgeting timeline for the fiscal year. This position will serve a minimum of 15 hours per week.

Communications Director: The Communications Director will work with UISG Executives and Senators to promote the work of student government. The Communications Director 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 Communications Director will also work with various media outlets through written press-releases, op-eds and interviews about newsworthy UISG activities. 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.

Diversity Liaison: The Diversity Liaison 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 Diversity Liaison 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. This position will work on all Executive platform initiatives as they pertain to diversity. 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, Iowa's Federal delegation, other business, UI Administrative, and community leaders to advance the needs of students. 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. 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 meetings are maintained and made available. The position will assist the Speaker and Speaker Pro-Tempore with daily tasks, be jointly responsible with other support staff for the successful operation of the reception desk, serve as liaison to office guests, and assist in the development and execution of Legislative Branch directives. This position will also be responsible for supporting the Executive Branch on various projects. This position will serve a minimum of 10 hours per week.

Sustainability Liaison: The Sustainability Liaison will develop and coordinate UISG sustainability initiatives throughout the year. The position will oversee the Green Initiatives Fund, work in conjunction with the Office of Sustainability to support University-wide sustainability initiatives, and promote sustainability among the undergraduate population. This Officer will also help student organizations in their efforts to become more sustainable. 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. In the event that the City Council Liaison cannot fulfill his or her 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.

Student Safety Liaison: The Student Safety Liaison will work to improve on-and-off campus safety for students. 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, and the Department of Public Safety. This Officer may develop initiatives, hold forums, and host events to educate the undergraduate student body. The Student Safety Liaison will work on all Executive platform initiatives as they pertain to 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. 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.