

# **Assembly Secretary**

**8 month position**

**12 hours/month**

**Minimum wage**

## **The assembly secretary shall:**

- a. Arrive one-half an hour prior to Assembly meetings to set up room and computer for Assembly meetings;
- b. Take roll call and minutes of Assembly meetings during meetings on a computer; and be able to pull up other information on a second computer if necessary.
- c. Email the minutes of the meetings to the EVP for distribution to Assembly members and ASWU leaders
- d. Post minutes in HUB kiosks and bulletin boards within 24 hours of an Assembly meeting (after the president has signed the minutes);
- e. Update and maintain the ASWU website with current minutes and announcements from the meetings.
- f. Take all the minutes for the yearly budget meetings for ASWU in the spring.

## **The assembly secretary shall possess the following qualifications:**

- a. Knowledge of current computer technology
- b. Ability to type quickly and with minimum errors.
- c. Good listening skills to catch what members are saying during the meeting.
- d. Attend the fall ASWU training a week before classes open in the fall.
- e. Enroll in GE 330 leadership class for both fall and spring semesters.
- f. Be an undergraduate student enrolled in at least 12 units per semester.

## **Application Questions:**

- 1) What experience do you have that would make you a good candidate for this position?
- 2) What interests you about this position the most? And where would you find challenges?
- 3) How do you feel you could contribute to ASWU in this position?
- 4) What would you add or change to this position that would insure that information about ASWU meetings got out to students in a quick and effective manner?

**Turn in your answers to these questions to ASWU desk by 5pm Friday, April 13<sup>th</sup>. Make sure you include your name and email address.**

**Thank you!**