

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;
- 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

The assembly secretary shall possess the following qualifications:

- a. Knowledge of technology or willingness to learn.
- b. Ability to type quickly.
- c. Good listening skills to catch what members are saying during the meeting.
- d. Enroll in GE 330 leadership class for both fall and spring semesters.
- e. Be an undergraduate student enrolled in at least 12 units per semester.