

"I highly recommend working as the DASG Secretary if you are interested in a position where personal growth and building long-lasting relationships (on both a professional and personal level) are encouraged. As the DASG Secretary, you are given the opportunity to enhance your understanding, respect, and communication skills as you are interacting with students, staff, and members of the community from a diverse academic, socioeconomic, cultural, disability, sexual orientation, and ethnic backgrounds on a daily basis. Throughout your employment as the DASG Secretary, you will also develop your organization, time-management, and multi-tasking skills as you ought to prioritize and handle various tasks to follow legal/parliamentary-procedures. It is a way to become more involved in, and familiarized with, De Anza College and student leadership, and you will leave this position with many important skills and qualifications which are desired by employers in a future professional career." - Sofi Tofte

Job Description: Secretary to the De Anza Student Government (DASG)

Under the supervision of the Faculty Director of College Life and Student Activities Coordinator, and the direction of the DASG President provide secretarial support to the De Anza Student Government (DASG); Record official meetings of the DASG; and Organize and complete assignments as directed.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Attend the meetings and record the minutes of the DASG Senate and DASG Finance Committee
- Prepare and distribute DASG Senate and Finance Committee Agendas and Minutes
- Make appropriate corrections as needed to DASG Minutes
- Distribute approved minutes to the DASG historical file and Student Accounts
- Maintain office supplies
- Serve as a receptionist
- Answer phones and take messages
- Respond to inquiries about the DASG
- Assists with production of materials provided
- General assistance to Senate
- Produce DASG Cards as needed
- See attached detailed daily schedule of duties

KNOWLEDGE AND ABILITIES

- ❖ Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, sexual orientation and ethnic background of community college students
- ❖ Office practices, including filing systems
- ❖ English usage/understanding, vocabulary, grammar, spelling, and punctuation (Listening/Aural, Speaking/Oral/Verbal, Reading and Writing)
ENGLISH FLUENCY IS A NECESSITY FOR THIS POSITION
- ❖ Use of computer hardware and application packages (Microsoft Word and Excel, Adobe, etc.)
- ❖ Communicate effectively with students, staff, managers and the public in both oral and written format
- ❖ Prepare agendas and minutes in computerized format
- ❖ Think and act under pressure with a high level of independence
- ❖ Using a notebook computer to construct minutes during the actual meeting

- ❖ Proficient and Fast Typing/Keyboarding Ability (minimum 60 words per minute)
- ❖ Be able to work 19 hours per week, Monday – Friday, with a somewhat flexible schedule. Currently the schedule of meetings that the DASG Secretary **MUST** attend is as follows:
 The DASG Finance Committee meets Mondays at 4:00 pm
MUST be available Mondays by 3:00 pm and through 6:00 pm
 The DASG Senate meets Wednesdays at 4:00 pm
MUST be available Wednesday by 3:00 pm and through 10:00 pm
 The DASG Senate meetings have been known to go until 10:00 pm during budget deliberations
 Meeting times are subject to change and additional time on Tuesday, Thursdays and Fridays is needed for preparation of all meetings.
MUST be available on Tuesday and Thursday for a few hours anytime between 9:00 am and 5:00 pm; At Least 2 -3 Contiguous Hours
MUST be available Fridays 12:00 pm – 4:30 pm

It is highly recommended that all applicants attend at least one DASG Senate meeting and at least one DASG Finance Committee meeting prior to applying.

The majority of the Secretary’s time shall be spent in meetings and in the Office of College Life with only a small portion of his or her time being spent in the DASG Senate Office.

The DASG Secretary is not a member of the Senate but rather an employee of the Senate and as such an appropriate level of professionalism shall be maintained including, but not limited to, adherence to the following guidelines. He or she must demonstrate discretion with regards to preference of or association with elected officials. He or she shall not use the position for personal benefit nor for the benefit of any other individual. Due to the nature of duties, a non-biased, neutral position regarding issues and opinions must be maintained at all times.

It is required, that applicants are **NOT** current members of the DASG Senate, ICC, Student Trustee, or a Club Officer and it is preferred, but not required, that applicants are **NOT** former members of the DASG Senate, ICC, Student Trustee, or a Club Officer. If an applicant is hired as the DASG Secretary they must continue to adhere to these requirements.

If you have any questions regarding the position, you may contact Dennis Shannakian, College Life Office Coordinator at 408-864-8757 or ShannakianDennis@fhda.edu.

STUDENT EMPLOYEE POSITION ELIGIBILITY REQUIREMENTS

- Must be currently residing in California, USA
- Must be enrolled in and complete twelve (12) or more units each quarter fall - spring or six (6) or more units for summer quarter (six (6) or more units for all quarters for Work Study students)
- Continuing students who completed twelve (12) or more units and earned a 2.0 GPA in the spring quarter will not be required to be enrolled in six (6) or more units in the summer to be eligible for employment; except Work Study students must be enrolled in and complete six (6) or more units for all quarters.
- Must always maintain a 2.0 or higher GPA, both quarterly and cumulatively
- Cannot have attempted more than 180 units combined at De Anza and Foothill College
- Cannot work more than 19 hours per week total for all on campus jobs

Pay Rate: \$19.87 per hour

Deadline: Open until filled **Date of Posting:** June 1, 2021

Starting Date: ASAP

Applications are available online at www.deanza.edu/collegelife/jobs.html

Completed application must be submitted online

Information about the De Anza Office of College Life can be found on our web site at www.deanza.edu/collegelife

DASG Secretary Detailed Weekly Schedule

Mondays:

- Call Budgeters and/or Presenters of Finance Items to inform them that they are on the Senate Agenda
- Prepare for Finance Meeting
- Go to Finance, set up room, and take minutes*

Tuesdays:

- Complete approved Finance Minutes*
- Complete DRAFT Finance Minutes*
- Start on Finance Agenda*
- Other items as needed from Finance Meeting or to prepare for Senate Meeting*
- Some of the items from Tuesday could even be done on Monday after Finance when it is a short meeting

Wednesdays:

- Complete and distribute Finance Agendas, Minutes, and Attachments*
- Prepare for Senate Meeting (print out Guest List)
- Set up room, and take minutes*

Thursdays:

- Prepare and distribute Finance Agendas, Minutes, and Attachments (if not done Wednesday)*
- Call Budgeters and/or Presenters of Finance Items to inform them that they are on the Finance Agenda
- Complete approved Senate Minutes*
- Complete Funding Allocation Memos as needed*
- Update mailboxes, contact sheet, name signs, etc. as needed
- Work on and hopefully complete DRAFT Senate Minutes*

Fridays:

- Complete DRAFT Senate Minutes*
- Prepare and distribute Senate Agendas, Minutes, and Attachments (include approved items from Finance Meeting)*

*All Agendas, Minutes, Funding Allocation Memos, and Attachments must be saved to the De Anza College Life File Server. Agendas, Minutes and Attachments must be distributed together simultaneously. Attachments include, but are not limited to, Funding Requests, Code Revisions, Budget Goal Revisions, Resolutions, Endorsements, Senate Applications, etc.

All Days:

- Clean up Senate Office and Secretary area of Office of College Life
 - Copy forms (if needed) for Senate Office and Office of College Life
 - If everything is done for the day, offer Senators to help out in their Committees
 - Clean up desk and workspace
 - Assist with questions of students
 - Help out with Student IDs at Front Desk
 - Collect and keep track of Internal and External Committee Reports
 - Check voicemail, forms, documents, etc.
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DASG Secretary Duties Summary

1. Take Minutes for DASG Senate and DASG Finance Committee Meetings*
2. Prepare Agendas, Attachments and Minutes for meetings*
3. Distribute Agendas, Attachments and Minutes (Draft and Final Approved)*
4. Distribute Funding Allocation Memos*
5. Call requesters/presenters to Senate/Finance meetings
6. Maintain Name Plates/Tags for Senate Members
7. Maintain Mailboxes for Senate Members
8. Set up room for meetings (tables and chairs, name tags, laptop, extra agendas and minutes, etc.)
9. Check Voicemail on the main Senate and Secretary's extensions
10. Maintain DASG Documents and Forms (Applications, Report Forms, Classroom Presentation Info, Newsletters, Discount Info, etc.)

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