



STUDENT POSITION DESCRIPTION

WORK UNIT: Auraria Executive Office

DEPARTMENT: SACAB

POSITION LEVEL: Student Level III **POSITION CLASS:** SACAB Secretary

PAY RATE AT HIRE: \$19.75- 21/hr dependent on experience

WORK HOURS: 2-5 hours per week

JOB SUMMARY: Under minimal supervision of the SACAB Advisor, the SACAB Secretary takes all meeting minutes for the meetings. The secretary must be accurate, reliable, responsible and objective. Must be able to attend all SACAB meetings, which are held on the first and third Tuesday of each month at 4:30pm.

JOB DUTIES:

- Attend, record and transcribe minutes of SACAB meetings and other meeting as required.
- Format, edit, and email minutes to the Chair and Advisor by the following Tuesday.
- Assist and report to the Chair regarding administrative tasks assigned
- Other duties as assigned

SUPERVISION: The SACAB Secretary requires minimal supervision. Instruction provided only for new and unusual situations.

REQUIRED SKILLS & TRAINING:

- Ability to take detailed minutes

- Strong attention to detail and organizational skills
- Ability to effectively prioritize and execute tasks
- Experience with Robert's Rules of Order is preferred
- An understanding of SACAB bylaws

REQUIRED EXPERIENCE:

3-4 months of previous experience, and or course work or training

CERTIFICATION

As I am delegated accountability for the assignment, I understand that I am responsible for the accuracy of this questionnaire. I certify that this document is an accurate representation of the position's assignment.

____Alyssa Nilemo____720 765 0229____
Supervisor Name (print) Work Phone

__Tivoli Student Union Suite 325 Box TIV PO Box 173361 Denver Colorado 80217____
Work Address, city, Zip

Alyssa Nilemo

Supervisor Signature