

SGA JOB DESCRIPTIONS

President of Student Government:

It is the primary function of the President to see the smooth operation of the Government and its office.

To this effect, s/he,

- Presides over meetings of the Student Government
- Provides the Government with a regular schedule of the Student Government meetings by the second meeting of the term;
- Traffic projects coming to the Government to the appropriate chairs in the event a project falls under the jurisdiction of two or more chairs, s/he will facilitate communication between/among the chairs involved;
- Oversees follow through on projects of the members of the Student Government;
- meets weekly with the Director of Student Activities; and
- is responsible for the upkeep of the Government office.

Chair of Student Life:

Falling under the jurisdiction of Chair of Student Life are matters concerning commuters, student activities, the student union, clubs and organizations (in a non-financial capacity, which is reserved for the Student Government Chair for Finance as described later in this section); co-curricular services including athletics; counseling and health services; judicial affairs; international student affairs; food services; bookstore; bank; and the library.

To this effect, s/he:

- Meets with Director of Student Activities
- Attends Board of Trustees meetings (Student Life Committee)
- Is responsible for: clubs, student activities, commuter issues, athletics, counseling and health services, judicial affairs, international student affairs, bookstore*, Sovereign Bank and the library.

*Assigned to Finance Chair after club budgets are completed.

Chair for Facilities:

Falling under the jurisdiction of this Chair are matters of the upkeep of campus and non-residential buildings and grounds; security of facilities; infrastructure; disabled student access; and equipment.

To this effect s/he:

- Meets with VP of Finance
- Meets with head of Facilities or designee

- Meets with Security
- Attends Buildings and Grounds Committee meetings of Board of Trustees
- Is responsible for: disabled student access and equipment, the library and the conditions in shops and studios.

Chair for Finance:

The primary function of the Chair for Finance is to allocate the Student Activities Fee fund in conjunction with the Director of Student Activities to student groups, clubs, organizations, the program board and co-sponsored events.

To this effect s/he:

- Meets with Director of Student Activities
- Oversees club budget allocations and distribution
- Assigned to oversee bookstore* and career services

Chair for Academic Concerns:

The Chair of Academic Concerns is concerned with issues of communication between departments; degree programs; accreditation of departments; transfer credits; exchange programs; department curriculum; academic probation; academic advisement; and academic equipment upkeep.

To this effect s/he:

- Meets with Provost
- Meets with deans
- Attends meetings between deans and chairs
- Attends Board of Trustees-Academic Affairs committee
- Is responsible for: transfer credits, exchange programs, academic equipment and academic advisement.

Chair for Administrative Concern:

It is the primary function of the Chair of Administrative Concerns to facilitate communication between the various administrative departments for the ease of student use of these departments on both campus-wide and per student scales.

To this effect s/he:

- Meets regularly with heads of:
 - Bursar's Office - Registrar's Office
 - Financial Aid
 - Admissions

Chair of Campus and Community Development:

The Chair of Campus and Community Development addresses issues of living on campus such as: the quality of life in residence halls; the upkeep of facilities managed by the Department of Residential Life, the security of student in residence halls; relations with surrounding communities; and the mail room.

To this effect s/he:

- Meets with Director of Residential Life
- Meets with Hall Councils
- Assigned to the Food Committee
- Is responsible for the mailroom
- Is responsible for taking SGA meeting minutes

Liaison to Pratt Manhattan:

The Liaison to the Pratt Manhattan Campus serves as a link between Pratt's Brooklyn and Manhattan Campuses. S/he serves as a representative of the Pratt Manhattan Campus's students: voicing their concerns and keeping them informed on student issues being addressed at the Brooklyn Campus

To this effect s/he:

- Oversees communication between the Student Government Association and PMC students
- Meets with Pratt Institute administrators as needed to address specific PMC concerns
- Communicates projects and outcomes in a timely fashion to PMC community
- Responsible for maintaining office hours at PMC

Graduate Student Representative

The Graduate Student Representative meets regularly with graduate students of all majors in order to be a voice for those students.

To this effect s/he:

- Attends meetings of graduate student organizations
- Calls graduate student organization representatives together regularly
- Communicates with graduate students about issues affecting them