Job Title: Class Representative (2 per class)

Length of Term:  
- April 1, 2015 (except first year reps who will starting immediately after fall elections) – March 31, 2016

Compensation: $100 per semester of official term

Time Commitment: Approximately 3-5 hours/week broken down as follows:  
- 2 hours/bi-weekly attending SGA Senate meetings  
- 2 hours/weekly attending Student Involvement Council* (SIC) meetings  
  OR  
- 2-3 hours/weekly as needed attending Elections and Credentials Council** (ECC) meetings  
- TBD: serve on an Internal SGA committee (approx. 1 hour/ bi-weekly)  
- TBD: serving on campus institutional committees as assigned by SGA President  
- Other: actively working to achieve the responsibilities and goals of this position outside of the designated office hours as necessary

Minimum Qualifications:  
- Minimum GPA of 2.5 before application and during term  
- Being a role model among peers and as a positive representative of Concordia College and SGA  
- Respect for and an interest in the culture of Concordia and the role SGA plays in institutional decisions

Preferred Qualifications:  
- Interest in promoting involvement of the student body, specifically among your class

Job Responsibilities  
1. Solicit input on issues of concern from members of your class and represent those issues  
2. Act as a resource to your classmates on issues regarding SGA  
3. Represent your respective class as requested  
4. Encourage your class to get involved in SGA, Concordia College, and the Fargo-Moorhead Community  
5. Attend SGA sponsored events and participate in SGA promotional activities  
6. Attend all necessary SGA trainings (i.e. retreats, meetings and leadership development opportunities)

*The SGA Student Involvement Council (SIC) is responsible for coordinating the annual Cobber Expo, the allocation of funds to student organizations, reviewing the budgets for major campus programs (SGA, CMC, CSC, CEC, Orientation, Homecoming), engaging student organizations in on-going training, and developing strategies for identifying uninvolved students and getting them involved.

**The SGA Elections and Credentials Council (ECC) is responsible for overseeing campus elections, appointing chairs for critical committees such as Orientation, Homecoming, and Family Weekend, and finally, annually reviewing the SGA Constitution, as well as giving recommendations regarding bylaw changes to the Senate.

To Apply:
Class Representatives are elected by their class through the formal election process in February, except for first-year student reps which are elected by their class in the September election process.

Details available online at www.cord.edu/leadership

This portion to be completed after hiring:

By signing this position description, I agree to fulfill the responsibilities outlined herein. I understand my compensation will be adjusted accordingly if I do not meet the job responsibilities. I understand that members of SGA are asked to maintain a 2.5 GPA during their term of office. I authorize the SGA staff adviser to check my GPA during my term of office. In addition, I understand that members of SGA are expected to abide by college policies and civil law, as they represent the student body and are role models of Concordia College.

Print Name: _______________________________  Sign Name: _______________________________

Date: _______________________________

Job description revised: Jan 2015