Student Government Association (SGA) Liaison Position Description

Overview
The Office of Sustainability’s Student Government Association (SGA) Liaison position is a recent addition to the Office of Sustainability (OoS) Internship Program. This intern will have a role in establishing this position as a permanent conduit between the Office and SGA. The ideal candidate will have experience in legislative policy, student government, or a related field, and will work in concert with their advisor in pursuing potential collaborations and synergies with the SGA.

Duties
The duties outlined below may be amended as needed. The SGA Liaison will:

• Establish a working relationship with the Student Body President or another appropriate SGA officer
• Maintain an up-to-date knowledge of all SGA initiatives and pending legislation
• Attend SGA sessions, meetings, and functions necessary to maintaining a formidable and substantive presence

In addition to expanding on potential synergies with SGA initiatives, the Office hopes to institutionalize a permanent and formalized relationship between the Office and SGA. The initial steps of this process will include preliminary overtures to SGA officers and representatives as well as attending Senate sessions, monitoring introduced and pending legislation, and establishing personal relationships within SGA.

A strong applicant has an interest in legislative policy or student government and some experience in policy, debate, and student government or legislative models (Model UN, South Carolina Student Legislature, etc.). Further skills in networking, public speaking, and fast-paced critical thinking will be highly valued. Excellent written and oral communication skills are a must.

In addition to the specific duties mentioned above, the SGA Liaison will be required to complete the following* as part of the core Office of Sustainability Internship Program:

• Attend weekly meetings and mandatory Office events and trainings, including Orientation
• Maintain a project journal
• Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
• Meet with Staff Advisor on a semimonthly basis (2x/month)
• Submit weekly updates to Staff Advisor
• Complete one self-assessment
• Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 10 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Office Manager and the Intern & Student Coordinator.