

H&SS Housing Liaison - Position Description



POSITION SUMMARY

The Humanities and Social Sciences Inter-Club Council (H&SS ICC) is seeking a student from the Humanities and Social Sciences Themed Housing Community to participate in the 2018-2019 H&SS ICC as the H&SS Housing Liaison. As part of Associated Students Incorporated (ASI), the H&SS ICC is the funding council for registered student organizations associated with the College of Humanities and Social Sciences. The H&SS ICC is run entirely by student representatives from the multitude of H&SS clubs and organizations, and the council is responsible for disbursing funds directly from ASI to HSS students. By living in the H&SS Themed Housing Community, the H&SS Housing Liaison will be the representative of the H&SS Themed Housing Community to the H&SS ICC.

TIME COMMITMENT

This leadership position receives a financial award of \$500 annually to engage in student governance. The position requires 7-10 hours per week. H&SS Housing Liaison must be available every Friday from 10AM-12PM for H&SS ICC meetings, weekly E-board meetings (Thursdays 1-2 p.m.), as well as attend monthly Themed Housing floor meetings (date/time TBD) led by their Resident Advisor. Also, this position must meet with the Assistant Dean for Student Affairs/H&SS ICC Advisor at least once per semester as well as with the Housing Graduate Student Assistant and ICC Graduate Student Assistant biweekly.

ESSENTIAL FUNCTIONS

- The H&SS Liaison will be participating in weekly H&SS ICC meetings and create reports of events and news happening in the H&SS Themed Community
- The H&SS Liaison will report H&SS ICC news back to the H&SS Themed Floor during monthly floor meetings
- The H&SS Liaison will function as a resource for students in the H&SS Themed Floor, providing students with information about getting involved with a student organization that best suits their interests
- The H&SS Liaison will oversee the H&SS Instagram account and regularly post events, updates, etc., online.
- The H&SS Liaison will be in constant communication with the ICC Executive Board members, the Assistant Dean for Student Affairs/ICC Advisor, two Graduate Student Assistants, and the H&SS Themed Community's Resident Advisor
- The H&SS Liaison will create marketing material such as flyers, handbills, posters, etc. for HSS ICC program events.

MINIMUM QUALIFICATIONS

- Must be interested in student government, leadership, and working jointly with ASI
- Experience working in previous leadership position is preferred, but not required
- Exceptional attendance is required
- Interest in getting involved on campus and getting others involved is essential
- Must have great verbal and written communication skills
- Familiarity with social media strategies & platform, specifically Instagram.
- Ability to multi-task, take initiative & apply creative ideas.

HOW TO APPLY

Interested applicants, please visit http://fullerton.qualtrics.com/jfe/form/SV_bBGViaEKMTwtVHL to apply for this leadership position by Friday, August 31 at noon. If you have any questions or concerns, you can hsshousing@fullerton.edu.