1. STUDENT ENGAGEMENT

Job Overview: The Student Engagement Chair is the combination of Student Activities and Event Chair from previous TSG semesters. As Student Engagement Chair, you oversee student club chartered by TSG & ASU and their activities or events. Collaborate with Thunderbird Clubs & organizations to facilitate events and activities. Student Engagement Chair is a voting member of the TSG Board and works closely with the TSG Executive team. The time required for this position is **3-6 hours per week**.

Responsibilities and Duties:

- Attend TSG Executive and funding meetings
  - Advocate for student funding request and updates club information to the TSG Executive team.
- Attend weekly TSG meetings and report on club updates and/or events
- Hold 1 mandatory club leadership training event at the start of the semester
  - Ensure that all TSG member and clubs are familiar and fully understand club/event policies
  - Educate Club Leaders on ASU On-Campus Event Policies
  - Assist TSG Treasurer in educating club leader about different types of funding available
- Update and maintain an all-inclusive Event Calendar for the semester
  - Update weekly with new events from TSG and Clubs
- Plan and coordinate Club Day at the start of the term and Club Showcase at the end of the semester
- Plan and coordinate with TSG Executive Team for TSG hosted events
- Coordinate with TSG Marketing & Communication Chair to help clubs plan and execute successful events
- Keep record on the progress of all TSG-related events
- Assist TSG Executive Team with recruiting, training and managing all volunteers for all major TSG-related events
- Additional projects assigned by TSG leadership

Requirements:

- Dependable and adaptable
- Strong public speaking skills
- Must be comfortable with networking
- Comfortable and effective at managing people
- Excellent ability to collaborate with others and delegate tasks effectively
2. MARKETING & COMMUNICATION

**Job Overview:** As Marketing & Communication Chair the main priority is to maximize TSG exposure to our current students through the creation and implementation of a greater marketing strategy partnered with the TSG Executive Board that utilizes avenues that include social media, TSG website, WhatsApp, etc. The position is a voting member of the TSG Board. The time required for this position is **3-6 hours per week.**

**Responsibilities and Duties:**

- Attend weekly TSG meetings and report updates
- Works closely with TSG Executive Board to develop an effective marketing strategy
- Oversee all marketing activities and initiatives of TSG
- Disseminate all information regarding all TSG-related events
- Manage, maintain and update the TSG website in collaboration with TSG Executive Board
- Create content for all communications materials including photos, videos, graphics, etc.
- Assist Club Leaders with marketing Thunderbird Club events
- In charge of all Thunderbird Social Media Outlets
  - Instagram, Facebook, WhatsApp, Campus Tribune, and TSG Website
- Increase student body awareness to events

**Requirements:**

- Active in school events
- Creative
- Experience with social media
- Comfortable editing a website
3. COMMUNITY OUTREACH

**Job Overview:** As the Community Outreach Chair you will expose students to community service/engagement opportunities in the Downtown Phoenix community. Partnering with the Campus Ambassador program to improve Thunderbird’s outreach in Downtown Phoenix. This chair is a voting member of the TSG Board. The time required for this position is **3-4 hours per week** with additional time when hosting community service events.

**Responsibilities and Duties:**

- Attend weekly TSG meetings and report on updates
- Coordinate with Marketing & Communication and Student Engagement Chairs to enhance student engagement in community service and volunteer events
- Coordinate with other student organizations and Thunderbird Club to promote and construct volunteer/community events and possible networking events
- Plan one campus wide volunteer/engagement event per semester
  - Thundercares

**Requirements:**

- Interest in being a Campus Ambassador
- Must be comfortable with networking
- Strong communication skills
- Vision for community success
4. SECRETARY

Job Overview: We are looking for an accountable Secretary to support the TSG Executive board. The purpose of the position is to support TSG through operational and administrative tasks. The time required for this position is between **3-5 hours per week.** This position is a voting member of the TSG Board.

Responsibilities and Duties:

- Attends TSG Executive, Weekly, and Public Meetings and records detailed meeting minutes
- Update Campus Tribune weekly with TSG meeting minutes
- Assists TSG President and Vice President in agendas for all TSG meetings
  - Keeps meeting on track from side topics or conversations
- Assists TSG Vice President in the running of TSG meetings, for example: passing out materials, set-up/tear-down of the room, etc.
- Updates and edits TSG meeting PowerPoint slides
- Maintains, updates, and organizes the TSG Calendar
- Additional projects assigned by TSG leadership
- Logs TSG attendance for all meetings
- Acts as liaison for all TSG related operations tasks, for example: submitting orders for polo’s, name tags, food and any other necessary supplies

Requirements:

- Experience with Google Calendar
- Detail-oriented & organized
- Perfect listening skills
- Ability to type 45-50 words per minute
- Thorough note-taker