1. Have a working knowledge of all SMAC officer positions and member duties
2. Meet weekly with SMAC exec officers individually to cover their positions and progress
3. Attend all SMAC officer and regular member meetings and meet with supervisor weekly
4. Coordinate leadership activities and development with SMAC President and Vice-President for exec and regular member meetings
5. Meet, as necessary, with the Event Coordinator and other exec members, and member in charge of event
6. Assist with any coordination and preparation for SMAC events when necessary.
7. Assist Event Production Chair with equipment reservations including the stage
8. Make sure SMAC officers keep office in a clean and orderly manner at all times
9. Keep up with and check on office supplies that need to be re-ordered or purchased
10. In charge of extra laptops, card swipes, clickers storage and for events
11. In charge of creating and tabulating results for all SMAC assessments and member/officer evaluations to be completed in conjunction with advisor
12. Meets weekly with Office of Student Activities staff and supervisor and holds certain office hours each week at the Student Activities front desk.
13. Assist Office of Student Activities and Union and Programs staff on special projects such as Move-In Day, Union Retreat, Hub Retreat, Leadership development series, Officer Training workshops, Founders’ Day, Presidents’ and Advisors’ Luncheon, and others as assigned
14. Additional duties and responsibilities, as assigned

I, ________________________________, do hereby acknowledge that I have read and understand all the above duties and professional conduct policies that are required of me after having accepted this position, and I will fulfill my obligation to my position or accept the disciplinary action that I will face.

__________________________________________  ________________
Graduate Assistant                              Date

__________________________________________  ________________
Supervisor                                    Date