Special Advisor to the President for Academic Affairs

Position Description
The Special Advisor to the President for Academic Affairs will lead and implement all executive initiatives pertaining to academic affairs and student success. The Special Advisor will work closely with the Chair of the Senate Committee on Academic Affairs.

Responsibilities
- Serve as lead student advocate regarding Academic Affairs at the University of Houston.
- Serve on the following University committees and provide regular updates to the President and SGA regarding committee business:
  - Bookstore Advisory Committee
  - Library Advisory Committee
  - Scholarships & Financial Aid Advisory Committee
  - Undergraduate Admissions Review Committee
  - Teaching Excellence Awards Committee
- Serve as a legislative liaison between the President and the Senate. This includes assisting the President with implementing legislative initiatives & priorities and working with the Chair of the Senate Committee on Academic Affairs on items pertaining to Academic Affairs and Student Success.
- Work closely with the Provost’s office on innovation in teaching and learning initiatives and other student success initiatives.
- Attend weekly departmental meetings and monthly Executive Staff meetings.
- Attend all SGA Senate meetings and events.
- Accompany the President to meetings with university administration, events, speeches, appearances, etc. as needed.
- Any other duties as assigned by the President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of the University of Houston
- Interest in policies and programs that affect college students and higher education in general

Requirements
- Good Academic & Disciplinary standing
- Hold minimum 10 hours/week of office hours

Contact
Please contact the Student Body President at sgapres@central.uh.edu