Special Advisor to the President for University Services

Position Description
The Special Advisor to the President for University Services will lead and implement all executive initiatives pertaining to an array of university services. The Special Advisor will work closely with the Chair of the Senate Committee on Administration & Finance and the Chair of the Senate Committee on Student Life.

Responsibilities
- Serve as lead student advocate regarding university services at the University of Houston.
- Serve on the following University committees and provide regular updates to the President and SGA regarding committee business:
  - Food Services Advisory Committee
  - Sustainability Task Force
  - Student Traffic Court
  - Transportation & Parking Advisory 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 Administration & Finance and Chair of the Senate Committee on Student Life on items pertaining to University Services.
- 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