

Academic Senate Graduate/Student Assistant Job Description

Posted December 21, 2006

The position of Student Assistant for Pratt Institute's Academic Senate exists to assist and support the Academic Senate.

The Academic Senate is a faculty/administration governance body that relates directly to the President and Provost without review by any other group. The purpose of the Academic Senate is to give faculty and chairs responsibilities including, but not limited to, the following: approving academic policies and procedures; reviewing structures of programs, curricula, and schools; providing for appropriate review of course additions and changes; reviewing academic services; establishing committees on appropriate subjects; interviewing prospective deans, vice-presidents; provosts, and presidents; appointing faculty members to Board committees; nominating Faculty Trustee; formulating structure and procedures of search committees, and appointing faculty and chair membership.

Duties Specific to this position:

Senate Elections

1. Assist with coordinating and effecting the Academic Senate elections in spring 2007.
2. Edit and update material for print and electronic publications associated with the election process.
3. Prepare for printing and mailing.
4. Distribute ballots on both campuses, Brooklyn and Manhattan.
5. Assist with monitoring ballot verification, counting and tallying.
6. Maintain statistics associated with the elections process.
7. Assist with development and updates on the Academic Senate Elections website.
8. Duties as assigned that will enhance and improve the operation of the Academic Senate Elections process.

General Duties

1. Attend Academic Senate meetings and events as assigned and directed.
2. Assist with planning and executing Senate meetings and events for faculty participants.
3. As assigned, take notes at all Senate meetings and selected events.
4. Work with other campus offices/departments/divisions as opportunities arise to help achieve the goals and mission of the Academic Senate.
5. As assigned, assist with development and updates on the Academic Senate website.

Skills Required of Student Assistants:

1. Good communication skills, written and oral.
2. Proficiency in Excel and Word is essential (Mac or PC)
3. Familiarity with web authoring, FTP and applications in design/desktop publication.
4. Familiarity with Content Management System
5. Familiarity with email, email listservs and blog management.

Attention to detail and a strong work ethic are highly desirable in all candidates. Applicants must be available on Tuesday mornings, up to 2 pm, to prepare for and attend Academic Senate meetings and have availability on some weekdays and evenings.

Please submit a resume and weekly schedule indicating when you *cannot* work. Forward electronic submissions to Tony White (twhite@pratt.edu).

For more information about the Academic Senate and the upcoming Senate elections, log on to <http://www.prattsenate.org/>