Student Allocations Committee (SAC) Administrator
Job Description

General SAC Information:
The Student Allocations Committee (SAC) is a team dedicated to allocating university funds ($30,000+ each year) to various student organizations on campus. This prominent committee consists of five members, with the Assistant Director of Student Activities and Leadership as the advisor. Members must be available to meet at least twice a month (every other Friday) to review funding requests. Members must also be dedicated and impartial to ALL student organizations.

General Job Summary:
The Student Allocations Committee (SAC) administrator is a staff position that coordinates the funding process for the CSL Student Allocations Committee. This position is designed to help promote, organize, and manage the Student Allocations process for registered student organizations. The SAC administrator helps advise and instruct student groups on how to apply for and receive Student Allocations monies. Additionally, the administrator will work closely with the Assistant Director of Student Activities and Leadership and the Administrative Specialist for the Office of Student Activities to assist students in accessing funds and being accountable for those funds. The SAC administrator is a standing member of CSL.

Responsibilities:

- Communicate with student organizations
  - Schedule and provide SAC training sessions for student organizations regularly
  - Promote SAC funds to all registered student organizations
  - Collect and examine all SAC funding requests
  - Ensure the readiness and accuracy of funding requests prior to interviews
  - Provide follow-up notifications to student organizations about their SAC requests
  - Meet with student organizations who have questions about requesting or receiving SAC funds
  - Meet with the Administrative Specialist for the Office of Student Activities to ensure smooth processing of requests

- Coordinate the Student Allocations Committee
  - Schedule and attend all interview sessions and meetings with SAC
  - Redistribute all requests for SAC funding to committee members
  - Serve as liaison between SAC and the Vice-President of CSL

- Organizing SAC requests
  - Maintaining records of all SAC requests and funds being used
  - Generating reports related to SAC requests, allocations, and usage of funds

- Update SAC information
  - Update and improve the SAC guidelines with the Assistant Director of Student Activities and Leadership
  - Provide general web updates

- Serve as a standing member of CSL
  - Attend weekly CSL meetings
  - Participate in CSL activities, retreats, and events
**Requirements:**
This position requires excellent organizational skills, budgetary management, and an ability to communicate effectively, both written and verbally. Candidates should also be skilled at presenting information and being detail-oriented. The ideal candidate must be a team player, have initiative, and be able to multitask. A good sense of humor is helpful. The SAC administrator must maintain at least a 2.5 cumulative grade point average, demonstrate good citizenship, and abide by the Student Code of Conduct.

**Schedule:**
The SAC administrator works approximately 10 hours per week. It is the responsibility of the SAC administrator to schedule any SAC training sessions, interviews, or meetings into their weekly schedule. Additionally, the administrator is a standing member of CSL and will attend meetings each Monday night and make regular reports at weekly CSL meetings.

**Supervision:**
The SAC administrator is under the direct supervision of the Assistant Director of Student Activities and Leadership with the Department of Student Affairs and the Division of Student Life. The SAC administrator will also keep the vice-president of CSL informed of SAC activities.

**Compensation:**
The SAC administrator will receive a stipend of $800 per semester divided into one payment each month. In addition, the position provides an opportunity for additional leadership training, excellent networking, and résumé-building responsibilities.

**How to Apply:**
To apply for the SAC administrator position, applicants need to submit the attached application, a résumé, and a cover letter to DIGS 269 no later than Wednesday, April 3, 2013 at 5 pm. The hiring committee will review all applications and schedule interviews with selected applicants.
Student Allocations Committee (SAC) Administrator
Job Application

Personal Information:
First Name:____________________  Middle Initial:________________  Last:____________________
Winthrop ID Number:______________________  Classification:________________________________
Winthrop/ Local Address:________________________________________________________________________
____________________________________________________________________________________
Cell Phone #:____________________________  E-mail Address: ______________________________

Education:
Major: __________________________________  Minor: ____________________________________
Other Colleges Attended: __________________________  Cumulative GPA: __________________

Questions (Please type and attach your answers to the below questions in 150 words or less.):

1. Why are you interested in being the SAC administrator?
2. What are your qualifications for the position?
3. What prior experience do you have with budgeting funds?
4. How do you plan to remain unbiased in the allocating of student funds?

By signing below, you confirm that the information provided on this application is, to the best of your knowledge, correct. You also understand the responsibilities associated with the SAC administrator position, and you would be committed, open-minded, and impartial to all Winthrop University Student Organizations.

Signature: ____________________________   Date: __________________

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