Office of Minority Affairs and Diversity
Student Advisory Board

SECRETARY
Position Description
$300/Qtr – ONE YEAR COMMITMENT REQUIRED – 3-5 hours a week (September 2020 - June 2021)

Office of Minority Affairs and Diversity
In support of the University of Washington goals, the Office of the Minority Affairs and Diversity creates pathways for diverse populations to access postsecondary opportunities, nurture and support their academic success, and cultivate a campus climate that enriches the educational experience for all.

Position Description
The purpose of SAB is to provide an open space for underrepresented student groups to engage and discuss ongoing issues pertaining to the diverse community on campus. SAB Executive Board members serve as facilitators of the meetings and remain neutral in discussions to avoid bias and influencing other SAB members. Furthermore, we coordinate and lead meeting discussions based on student input and requests. As members of the SAB Executive Board, it is our role both individually and collectively to serve the members of SAB through respect and solidarity, and a commitment to providing an open and safe place for conversations regarding issues that we face as students, and furthermore that are relevant to the diverse communities we serve and represent.

Duties Include
- Record meeting minutes at each SAB meeting
- Distribute a copy of recent meeting minutes to SAB members within 48 hours. and upon request
- Keep attendance and notify Chair of any vacancies on the board
- Archiving all meeting’s minutes in the shared folder
- Keep attendance record on minutes
- Manage SAB email account and email correspondence
- Attend executive board Committee meetings
- Committees--Diversity Council

Minimum Qualifications Required
- Ability to attend mandatory orientation and training, and some events and programs
- Desire to work and learn in a multicultural environment
- Ability to work independently and as part of a team
- Extremely detail-oriented, organized and efficiency-driven
- Ability to communicate effectively verbally and in writing
• Ability to understand and communicate policies and procedures to membership
• Some knowledge OMA&D SAB operations, philosophy and purpose preferred

Benefits
The Secretary will have the opportunity to develop critical-thinking and problem solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. This person will also be able to develop organizational, managerial, logistical and communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.