Wisconsin Student Government

Wisconsin Technical College Advocacy Group

Established 1972

[www.wsgtech.com](http://www.wsgtech.com)

**Wisconsin Student Government**

**Resource Director and Advisor**

**Position Description-- DRAFT**

**Basic Function:** Oversee and manage the operations of Wisconsin Student Government (WSG), a statewide 501(c)(6) non-profit, non-partisan organization registered with the Wisconsin Department of Financial Institutions and comprised of technical college students from the 16 Wisconsin Technical College System colleges. Serve as the sole point of contact for all administrative functions. Ensure that the mission and vision is followed and provide stability for WSG. This position requires travel and attendance at 5 meetings/events per year.

**Duties:**

* Serve as statewide advisor to WSG.
* Serve as communications liaison between student officers, student members, college advisors, WTCS staff and external contacts and vendors.
* Coordinate, prepare and facilitate all WSG meetings with WSG officers, host colleges and meeting guests.
* Serve as the legal representative to develop, negotiate and sign contracts internally and externally.
* Manage and coordinate the annual Legislative Seminar to include establishing a contract with the hotel venue that includes food, room blocks, and support services. Components include contracting event insurance, analyzing costs and determining registration fees, developing seminar schedule, etc. Collaborate with the 16 technical colleges to provide volunteer committee assignments. to facilitate the seminar.
* Schedule and facilitate annual advisor meeting at the Legislative Seminar.
* Establish and maintain membership lists of the Executive Board, Governors, Lieutenant Governors, and Advisors from the 16 WTCS technical colleges.
* Orient and train newly elected officers each year providing guidance on the bylaws, policies and procedures, banking regulations, non-profit regulations and 501(c)(6) regulations of state and federal laws.
* File required DFI and IRS tax forms including IRS e-card, W9’s and 1099-NEC’s annually.
* Maintain and update all documents and records, including legal documents necessary for the stability and continuance of the organization.
* Maintain and update documents regarding the organizational structure of WSG to include the Bylaws, Policies and Procedures, training manuals, job descriptions, contracts for paid positions, etc.
* Assist WSG officers in the recruitment and hiring of contracted positions for the organization.
* Oversee and maintain the WSG website.
* Oversee and manage information and social media sites utilized by WSG along with the Public Relations officer.
* Oversee, with approval from the Executive Board, all financial transactions of WSG including developing the annual budget, accounts payable and receivable, credit card transactions, and maintaining good financial standing of the organization.
* Oversee the banking procedures and practices in support of safeguarding WSG funds.
* Calculate annual membership dues, send renewal statements, collect and deposit membership dues.
* Establish with approval of the membership, guidelines for conduct and oversee the disciplinary process established.
* Serve as a member of the WSG Executive Board
* Other duties as required to facilitate the operations of WSG.

**Qualifications:**

* Associate Degree, Bachelor’s preferred plus 2 years of experience advising, event planning, leading a group or team and budget management **OR** combination of experience
* Strong communication skills
* Excellent organizational skills
* Demonstrated ability to meet deadlines
* Proficient in Microsoft Office. Must have a laptop or desk top computer,
* Valid Driver’s License OR ability to travel.
* Strong knowledge of the Wisconsin Technical College System and technical college students.
* Ability to advocate and work in support of the mission and purpose WSG Executive Board

**Salary:** Salary is contracted on an annual basis and is approved by the membership.

**Background check:** Will be completed prior to offering a contract.