PRESIDENT & ADMINISTRATIVE ASSISTANT

SAA President

Scholarship: Full In-state Tuition + Part-Time Employee

Office Hours: 10 Hours

- Acts as chairman over the DSUSAA council.
- Assists and guides DSUSAA council members in their individual responsibilities.
- Oversees all DSUSAA functions including:
  - Trainings,
  - Retreats, and
  - Weekly correlation meetings.
- Participates as a board member of the Dixie State University Alumni Association.
- Participates and conducts DSUSAA scholarship interviews along with the Alumni Board and/or scholarship committee.
- Conduct DSUSAA individual interviews at mid-term.
- Maintains contact with Alumni Director/ DSUSAA Advisor.
- Prepares and files reports required. Included but not limited to:
  - Write-up/ disciplinary actions
  - Summary of DSUSAA to Alumni Board
  - ByLaw and job description updates
- Maintains contact with other organizations throughout Dixie State University (i.e. DSUSA, MIC, etc.)
- Coordinate DSUSAA council member transitions.
- Remains fair and impartial during organization decision-making processes.
- Exemplifies vision and forward-thinking for the DSU Alumni Association and DSUSAA council and assists with strategic planning.

Administrative Assistant

Scholarship: Full In-state Tuition

Office Hours: 6 Hours

- Acts as the administrative assistant to the DSUSAA and the DSU Alumni Association Board (Must be available Mondays from 11:30 AM-2:00 PM).
- Prepare meeting agendas for DSUSAA and Alumni Board.
- Record and prepare meeting minutes for DSUSAA and Alumni Board.
- Control and update calendaring system.
- Maintain DSUSAA and Alumni Board member information (Contact info, birthdate, shirt/jacket/hat size).
- Manage ordering of necessary uniforms and DSUSAA office supplies (i.e. Name badges, shirts, office supplies etc.)
- Manage and train DSUSAA council members and Alumni Board members on methods & manage permissions in each software/program (Wrike, Calendar, EMS, & Google Drive).
  - Have all DSUSAA council members use their D # for access to programs
- Manages internal DSUSAA and Alumni Board correspondence.
- Manages DSUSAA sign-in/ roll-taking at each event. - submits report to DSUSAA President.
- Manage and enter in DSUSAA office hours schedule in calendar.
- Performs other duties and assignments directed from the DSUSAA President, DSUSAA Advisor, and/or Alumni Director.
- Prepare binders for each DSUSAA member before each semester’s retreat/orientation.
VP Alumni Relations

Scholarship: Full In-state Tuition
Office Hours: 6 Hours

- Serves as an executive on the DSUSAA council.
- Assumes the duties of the DSUSAA President in the absence of the President.
- Recruit Alumni Relation committee members.
- Supervises and motivates the Director of Alumni Engagement, Director of Traditions, Director of Student Relations, and Alumni Relations committee members.
- Envisions and creates opportunities for DSU to connect with its alumni through time, talent, or treasure.
- Manages alumni relations efforts and works with their Alumni board member counterpart.

Director of Alumni Engagement

Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Acts as chairperson or coordinates with the chairperson of each alumni relations events including but not limited to:
  - AlumniNights
  - Reunions & Chapter Events
  - Evening of Dixie
- Coordinate and assist Alumni Board counterpart on promotional events and booths for DSU Alumni Association.
- Strategize and implement alumni engagement efforts and new ideas to grow the Alumni Association.

Director of Traditions

Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Manage and update the traditions app.
- Protect and defend the traditions of Dixie State University.
- Engage current students and alumni in events and traditions at DSU and in the community.
- Propose new traditions, events, and activities that foster the Dixie Spirit.
- Coordinate opportunities for students to learn of the traditions at DSU such as:
  - TraditionsTaxi

Director of Student Relations

Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Act as a liaison between the students of DSU and the Alumni Association
- Create, propose and/or organize student opportunities that will strengthen student affinity toward Dixie while involving alumni.
- Acts as chairperson or coordinates with the chairperson of each student/alumni relations events including but not limited to:
  - Grad Fair
  - Dixie 11 Awards Ceremony
  - Rock the Mall
  - Dixie’s Birthday
ADVANCEMENT

VP Advancement
Scholarship: Full In-state Tuition
Office Hours: 6 Hours

- Serves as an executive on the DSUSAA council.
- Responsible for ensuring DSUSAA has effective development strategies.
- Recruit Advancement committee members.
- Supervises and motivates the Director of Advancement and Recruitment, Director of Sponsorships, and the Director of Finance/Data.
- Proposes new ideas regarding Advancement Opportunities and coordinates with the Alumni board counterpart.
- Seeks out opportunities to gain sponsors and make connections within the community to benefit DSUSAA and the Dixie State University.

Director of Advancement & Recruitment
Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Responsible for communications with DSUSAA committee members.
- Proposes new engagement opportunities for student committee and DSUSAA recruitment and retention.
- Scholarship fund donor relations?
- Assist and support Vice President of Advancement with donor relations and advancement opportunities.
- Acts as chairperson or coordinates with the chairperson of fundraising events or efforts including but not limited to:
  - Tournaments
  - Midnight/Moonlight 5K

Director of Sponsorship
Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Proactively engage with potential and current sponsors.
- Create sponsorship contracts and ensure full execution.
- Seeks out opportunities to gain sponsors and make connections within the community to benefit DSUSAA and the Dixie State University.

Director of Finance/Data
Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Propose event cost estimates and budgets.
- Record revenues and expenses related to each event and prepare a financial report.
- Responsible for event ticketing and cash handling/payment processing (or supervising).
- Track and record sponsorship money.
- Track and record give-a-way items and complete necessary paperwork to send to business services (W9 and signed log) [Give-a-ways over $75]
- Track and record number of attendees at events and activities.
- Use sign-in sheets at events to record and update alumni database.
PUBLIC RELATIONS

VP Public Relations

Scholarship: Full In-state Tuition
Office Hours: 6 Hours

- Serves as an executive on the DSUSAA council.
- Responsible for all marketing efforts.
- Maintains branding and promotions for DSUSAA and Alumni Association events, activities, and organization as a whole.
- Coordinates social media, print, email, and other publicity campaigns.
- Coordinates the development of content and updates for alumni website.
- Supervises and motivates the Director of Media Production, Director of Social Media/Alumni Campaign, and the Director of Communications.

Director of Media Production

Scholarship: Half In-state Tuition + Possible Part-time Employment
Office Hours: 3 Hours

- Creates digital and print media for all DSUSAA and Alumni Association events.
  - Video Production
  - Photography
  - Digital Design
- Maintains and organizes media database on google drive.

Director of Social Media/ Alumni Campaign

Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Manage social media platforms (FaceBook, Instagram, SnapChat, LinkedIn, YouTube, etc)
- Create and publish posts on social media.
- Determine budget and posts to boost/ sponsor.
- Develop an social media analytic report.
- Monitors DSUSAA Member postings and schedule.

Director of Communications

Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Correspondes in behalf of DSU Alumni and DSUSAA on social media.
- Manages correspondence on DSUSAA & Alumni emails.
- Prepare and write scripts for events including special events and athletic tailgates
- Creates content for trail tracker, website, email correspondence, and general correspondence.
SPECIAL EVENTS

VP Special Events
Scholarship: Full In-state Tuition
Office Hours: 6 Hours

- Serves as an executive on the DSUSAA council.
- Supervises and motivates the Director of Community Engagement, Director of Homecoming/D-Week, and the Director of Athletic Tailgates.
- Plan events to engage alumni, community, and students.

Director of Community Engagement
Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Coordinates with all respective group in the DSUSAA for events involving the community at large.
- Acts as chairperson or coordinates with the chairperson of each special events including but not limited to:
  - Dixie’s Got Talent
  - World Record Event
  - Homecoming Assembly
  - Alumni Banquet
  - Breakfast with Santa
  - Easter Egg Hunt

Director of Homecoming/D-Week
Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Acts as chairperson or coordinates with the chairperson of each Homecoming or D-Week events including but not limited to:
  - Whitewash the D Breakfast
  - Homecoming Parade - DSUSAA Float
  - Movie in the Park (D-Week)
  - Participate in and attend Homecoming and D-Week coordinating meetings.

Director of Athletic Tailgates
Scholarship: Half In-state Tuition
Office Hours: 3 Hours

- Acts as chairperson for athletic pre-game events for the community including but not limited to:
  - Football Tailgate,
  - Ballgame Bash,
  - Basketball Boost, and
  - Volleyball Rally, etc.