**Job Title:** SORF Student Secretary  
**Department:** SORF, Student Programs & Activities  
**Reports to:** Program Advisor, SORF

The SORF Board is responsible for the allocation of funds, generated by the Student Organization Resource Fee (SORF), to Registered Student Organizations (RSOs) in support of their activities and events. RSOs submit funding requests to the SORF Board, according to the scheduled funding period deadlines. The SORF Board reviews applications and determines whether or not requests are fundable by Guidelines, Restrictions, and Standards. The SORF Board forwards their funding recommendations to the Vice Chancellor for Student Affairs for final approval.

**POSITION SUMMARY**
The purpose of the Secretary position is to document funding allocation decisions made by the SORF Board during allocation meetings, complete minutes during meetings, and perform other essential functions as required by the position.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**
1. Requires mandatory attendance at all SORF Board allocation meetings.
2. Keep and report meeting minutes, motions, and attendance of SORF Board members.
   a. Minutes will contain a summary of RSO presentations, Board member attendance, and documentation of Board business (appointments, elections, discussions, etc).
   b. Minutes will also contain a listing of each application, the type of request, the decision of the SORF Board, the total allocation amount, and stipulations/reasoning for funding decision and denials.
3. Assist Program Advisor in determining initial application eligibility by verifying application requirements of student organizations who have applied for funding.
4. Verify funding allocation decisions after allocation meetings in the CampusLabs Budgeting (connected to UofIConnections), documenting allocation amounts, and stipulations for denied funding.
5. Prepare document after each allocation meeting for Program Advisor that details all funding allocations, denials, zero funded, appeals and adjustments/forfeitures to be shared with the Vice Chancellor for Student Affairs and other administrators.
6. Approve request within the CampusLabs Budgeting database for each request within the approved funding period once final approval has been granted by the Vice Chancellor for Student Affairs.
7. Provide a list of approved applications with details to the RSO Office Accountant after final approval has been granted by the Vice Chancellor for Student Affairs.
8. Prepare and provide documents to the Web Developer when requested.
9. Manage a calendar of events for the Board.
10. Manage the SORF email and respond quickly to any requests for information.
11. Help with social media and outreach events.
12. Other duties as assigned.

**ORGANIZATIONAL AND WORKING RELATIONSHIPS**
- This position reports directly to the SORF Program Advisor.
- The SORF secretary works directly with student and staff SORF Board members as well as the Program Advisor for SORF.

**EDUCATION AND EXPERIENCE**
Must be enrolled for at least 6 credit hours during Fall and Spring semesters, and at least 3 hours during the Summer semester. If not currently enrolled in Summer semester, student must have been enrolled for at least 6 credit hours in previous Spring semester or be enrolled for at least 6 credit hours in upcoming Fall semester. *(HR approval required for less than part-time status)*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**
- Individual must be dependable and punctual.
- Individual must have knowledge of proper grammar and cohesive writing skills.
- Must possess excellent interpersonal skills and maintain a professional attitude.
- Must have a standard knowledge of secretarial procedures within organizations and fundamental record keeping.
- Must have intermediate to advanced levels of knowledge of Microsoft Office Suite *(specifically Word and Excel)*.
- Must be organized and detail oriented with continuous accuracy.
- Must be able to provide comprehensive clerical services to the operating Board and handle SORF decisions with confidentiality.
- Must understand basic accounting and database management techniques.
- Must be able to understand and perform multiplication, division, addition, and subtraction.

**LEARNING OUTCOMES**
- Students will be able to employ effective time management strategies to balance their various personal, academic, and professional commitments.
- Students will be able to demonstrate a clear understanding of appropriate methods of verbal and written communication with different audiences and in different settings.
- Students will attend at least 1 Illini Union Human Resources sponsored student workshop per semester and provide written feedback from the experience to their supervisor.

**WORKING CONDITIONS**
- Work is done mostly in an office setting.
- Must be available to work evenings of scheduled allocation meetings (exact meeting time is subject to change).
- The secretary will also hold approximately 8-10 office hours each week, preferably with a portion of this time on Fridays to process application checks and Board decisions.
- Additional office hour time will be used for updating CampusLabs Budgeting, UofIConnections, the creation of minutes, and other projects as needed.
- Total time of work should average approximately 8-10 hours per week with potentially additional hours as needed.

**PHYSICAL REQUIREMENTS**
- Must be able to verbally communicate with no serious difficulty.
Must be able to lift up to 50 pounds; ability to move tents/tables/chairs and other equipment will be required.

APPLICATION PROCEDURE:

For consideration, complete an application at the following website - [http://illiniunion.illinois.edu/Employment/](http://illiniunion.illinois.edu/Employment/) and specify your area of interest as “Student Programs and Activities”

Additional questions may be directed to [iuemployment@illinois.edu](mailto:iuemployment@illinois.edu) or Human Resources and Administrative Shared Services Team at 217-333-3660.