



Position Descriptions

Administration:

SBI Legal Assistance:

Legal Assistance provides students with legal advice, assistance, and referrals in a broad area of student legal concerns, including, but not limited to, landlord/tenant problems, contract/lease review, vehicular violations, and debtor/creditor issues. The office provides access to a professional lawyer and legal researchers who research issues that are relevant. The office also offers educational publications and seminars/workshops on a variety of legal concerns.

Director:

Position: Manages, hires, trains the Legal Assistance staff of receptionists and legal researchers. Is responsible for managing the office, including the implementation of the office budget for purchases and payroll. Works with the professional staff and SBI officers to provide overall direction for the office. Develops seminars and lectures on legal issues relevant to students. Additionally, coordinates legal research training program.

Qualifications: Must possess an interest in the law and legal issues. Communication skills and the ability to work with others to build a cohesive staff are a necessity. Managerial and organizational skills are also beneficial. Must be creative in implementing new ideas and programs.

Compensation: A bi-weekly stipend of \$142.84 and respectively accompanies the strong leadership skills that can be developed in this position.

Student-Wide Judiciary Chief Student Defender & Assistant:

Position: Responsible for presenting any student's defense in the Student Wide Judiciary system. Position must adhere to the SWJ by-laws, and existing regulations when defending a student before the court. Position represents the Legal Assistance Department to the University community and the University Administration. Position is expected to perform research on behalf of his/her clients and to prepare a complete defense. Reports to the Director.

Qualification: Must be law student who has a working knowledge of the law in general, legal research skills, and a firm understanding of the rules and regulations regarding student conduct at this university. Candidate must be flexible in terms of time commitment since the court convenes weekly. Position requires good communication skills.

Ticket Office:

Service designed to sell tickets for events, merchandise for student organizations, and usher services for programs and events.

Assistant Manager: (Head Cashier)

Position: Shall assign and prepare all staff resources for box office and on-site events. Position shall assist in the review of all timesheets and mileage submissions. Position shall maintain a file for each staff member. Assist student organizations in the setup of

events by helping determine price(s), selling options and ticket design. Shall input all scheduled events in the Ticket Office database and on the Ticket Office webpage(s) and act as a cashier when needed.

Cashier:

Position: Shall facilitate transactions in the ticket office, either North or South campus, with the possibility of traveling to venue locations for on- site transactions. Daily tasks include, but are not limited to, selling tickets, answering phone calls and dealing with students. Shall be responsible for the closing out at the end of their shift. An individual in this position must demonstrate good customer service, patience and willingness to learn.

Safety Services:

The Health Education division provides a broad array of educational services to students in the area of health and safety services. Program areas within the Health Education division are Safety Services, and Education/Awareness Activities. This is a service designed to promote awareness of issues such as rape, sexual assault, and domestic violence within the university and outside community through educational and functional programs. The functional programming includes a safety shuttle to the University Heights area. The educational portion includes workshops and awareness events focusing on sexual and domestic violence prevention.

Safety Shuttle Drivers

Position: Responsible for the operation of the Safety Shuttle. Keep statistics related to service.

Qualifications: Must have valid driver license and be eligible for Van testing. Must complete Peer Education Training provided by Health Education.

Compensation: An hourly rate of \$9.75.

WRUB, an SBI Broadcast Station:

WRUB is the student run radio station at UB. Currently the station is broadcast through the cable television system on campus as well as a real audio transmittal through the World Wide Web. Through this conduit, the station supplies the community with diverse student oriented programming, provides educational and learning experience in the field of organization and broadcasting and acts as the voice of the student population. Additionally, the station broadcasts a weekly music video program called WRUB TV that airs on Public Access and on campus cable television.

General Manager:

Position: Responsible for managing the station and staff on a daily basis. Manager establishes a framework for management that is concurrent with the FCC guidelines and SBI Administrative policy. Prepares an annual budget with the Treasurer and monitors that budget throughout the year. This position reports to the Executive Director and Executive Committee. He/She is also responsible for advancing the station in its development towards an FCC FM frequency license. The recruitment and training of a station volunteers is of great importance to this position.

Qualifications: Some knowledge and interest in radio/broadcasting crucial. Experience with good communication skills and the ability to manage a staff of personnel and direct their efforts toward a common goal. Should be able to learn and work with an annual budget. The ideal candidate would be highly self motivated and have a "vision" of where the station should be headed in the future.