

**Monroe Community College Association Inc.**

**Faculty Advisor to the MCC Student Government Association (MCC SGA)**

**Brighton Campus**

Reports to: Director, Office of Student Life and Leadership Development

Stipend: \$3500.00 per academic year

The Faculty Advisor to the MCC SGA is an essential position in the advising structure of the Brighton Campus Student Government.

**Essential Duties and Responsibilities:**

In conjunction with Office of Student Life and Leadership Development Advisors to the MCC SGA:

- Works with students to set short and long-term goals for the MCC SGA;
- Attends all official meetings of the MCC SGA - every Tuesday from 2:00 p.m. - 5:00 p.m. and every Friday from 12:00 p.m. - 1:00 p.m. in the fall and spring semesters and at least one meeting per month in June, July and August and emergency meetings as necessary;
- Attends weekly meetings of the Executive Board and Office of Student Life and Leadership Development Advisors; Assists in the development and implementation of training for students in the MCC SGA;
- Assists in the development and implementation of training for students in the MCC SGA;
- Advises students regarding college and MCC Association, Inc. policies and procedures;
- Assists students in understanding and applying Parliamentary Procedure (according to Roberts' Rules of Order);
- Attends MCC SGA events as appropriate;
- Occasionally travels to conferences/workshops as Advisor to MCC SGA members.

The Faculty Advisor must be a member of the teaching faculty at the Brighton Campus or the Applied Technologies Center. A solid working knowledge of Parliamentary Procedures is highly desirable.