



Student Senate



Position Description- Student Senate President

Job Responsibilities:

- The President is responsible for the overall organization of the Student Senate and enforcing the Student Senate Constitution.
- Serve as chair for Student Senate General Assembly Meetings and Executive Board Meetings.
- Attend meetings, training, and professional development opportunities.
- Coordinate preparation of an agenda for each meeting.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.
- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate President must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Compensation:

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu



Position Description- Student Senate Vice President

Job Responsibilities:

- The Vice President is responsible for assisting the President with the overall organization of the Student Senate and enforcing the Student Senate Constitution.
- Will assume the duties of the President in the absence, incapacity, or at the request of the President.
- Chair the Student Senate Leadership Committee.
- Oversee the club approval process and attend at least one club meeting per club.
- Coordinate leadership training and development for Student Senate members.
- Attend meetings, training, and professional development opportunities.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.
- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate President must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Compensation:

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu



NORMANDALE
COMMUNITY COLLEGE

Student Senate



Position Description- Student Senate Secretary

Job Responsibilities:

- The Secretary is responsible for maintaining accurate documentation of all Student Senate meetings, including agendas and minutes.
- Maintain all official Student Senate records and files.
- Distribute minutes from each meeting to all Executive Board members.
- Manage all correspondence of the Student Senate.
- Maintain an updated list of all members of the Student Senate.
- Ensure that all members receive timely notices about meetings and events.
- Attend meetings, training, and professional development opportunities.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.
- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be

shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate President must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Compensation:

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu



Position Description- Student Senate Treasurer

Job Responsibilities:

- The Treasurer is responsible for maintaining accurate records of all financial transactions of the Student Senate.
- Co-chair the Student Life Budget Committee (SLBC) alongside a Student Life staff member.
- Prepare and present a budget report at each regular meeting of the Student Senate.
- Oversee all spending and fundraising activities of the Student Senate.
- Ensure all financial activities comply with the relevant policies and regulations.
- Provide financial input and guidance during the planning of Student Senate events and initiatives.
- File any necessary financial reports to the college administration or external authorities.
- Attend meetings, training, and professional development opportunities.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.
- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be

shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate President must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Comp

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu



Student Senate

Position Description- Public Relations Director

Job Responsibilities:

- The Public Relations Director is responsible for maintaining communication between the E-Board, Senate, and campus at large.
- Create promotional materials for upcoming Senate events.
 - Keep Senate Bulletin Board updated. Send information about Senate initiatives and events are submitted to the Roar email newsletter.
- Manage all internal and external communications for the Student Senate.
- Be responsible for the promotion of all Student Senate events and activities.
- Manage the Student Senate's image and reputation among the student body and wider community.
- Manage all social media accounts and the website of the Student Senate.
- Organize press conferences or media events as needed, alongside the Normandale Marketing Team
- Develop strategies to enhance the visibility of the Student Senate and its activities.
- Attend meetings, training, and professional development opportunities.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.

- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate Executive Board Members must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Compensation:

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu



Position Description- Student Senate Legislative Director

Job Responsibilities:

- The Legislative Director shall monitor and inform the Student Senate of any local, state, or federal legislation that may affect the student body.
- Advocate for student rights and interests in legislative matters.
- Work to establish relationships with local, state, and federal representatives and policymakers.
- Organize campaigns to influence policy in the interests of the student body.
- Educate Student Senate members about their roles in legislative advocacy.
- Attend meetings, training, and professional development opportunities.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.
- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate President must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Compensation:

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu



Position Description- Student Senate Diversity & Inclusion Director

Job Responsibilities:

- The Diversity & Inclusion Director is responsible for leading diversity, equity, and inclusion initiatives.
- Shall promote a diverse and inclusive environment within the Student Senate and the student body.
- Develop and implement initiatives to increase diversity and inclusion within the Student Senate.
- Serve as a liaison between the Student Senate and diverse student groups on campus.
- Collaborate with campus organizations such as the Diversity Center Team and Resource Groups to host events that celebrate diversity and promote inclusion.
- Conduct diversity and inclusion training for Student Senate members.
- Attend meetings, training, and professional development opportunities.
- Represent Normandale at LeadMN and other conferences, meetings, and events.
- Shall understand and abide by the Normandale Community College - Student Code of Conduct.
- Meet regularly with the Academic Deans and the Normandale Community College Executive Team.
- Assist in the planning and execution of events.

Qualifications:

- Must be enrolled as a Normandale student.
- Maintain good academic standing.
- Must be able to fulfill the requirements set forth in the Student Senate Bylaws.
- Must be able to fulfill the time commitment necessary, around 10 hours per week.
- Ability to multitask, focus and manage work in an often chaotic, busy and disruptive work environment.
- Excellent customer service and interpersonal communication skills.
- Use the official Normandale email as means of communication, either a personal Normandale student account or the Student Senate email account as the primary email for all Student Senate related communication. Senate Officers will be expected to regularly check this email account and respond to all relevant emails.
- Student Senate Officers may have access to or receive sensitive, privileged confidential information. It is an expectation that this information is kept confidential and may not be

shared with other students, faculty or staff without consent of the senate advisor or designee.

Required Meetings & Availability:

- The Student Senate President must be able to attend the majority of Executive Board meetings and General Assembly meetings.
- If you are unable to commit to attending these meetings, you may not be eligible for a Student Senate position.
- The Student Senate Executive Board will vote on meeting times and work to accommodate the schedules of all Executive Board members.

Compensation:

- Pay rate of at least \$17.00 per hour (will be adjusted upward once student worker wages are revised for the upcoming year).
- A weekly stipend of 10 hours per week.
 - If you work over 10 hours due to events and such, you can add time up to a maximum of 20 hours per pay period.
- Position will begin August 5, 2026 and conclude June 30, 2027.

If you have questions, please email Student Senate Advisor, Eve Christensen, at eve.christensen@normandale.edu