



General Information			
Position:	Attorney General	Branch:	Executive
Pay Rate/Salary:	B-4 \$9.55/hr. @ 20 hours/week	Position Type:	Student Temporary
Student Advisor:	Student Body President & Vice President	Possible Travel:	Yes
Direct Supervisor:	SGATO Assistant Director and/or designee	HR Supervisor:	SGATO Director
Employment Length:	Varies by position	Working over authorized hours:	Yes, with prior written authorization from direct supervisor

Job Description

The Attorney General is responsible for enforcing and clarifying all laws and regulations applicable to all Student Government entities, serving as legal counsel to the President and Executive Branch, and to serve as the Student Government prosecutor or defender when necessary.

ROLE AND RESPONSIBILITIES

- Review documents of Student Government for their legality.
- Serve as the Legal Counsel for Student Government for all cases brought to the Student Government Supreme Court.
- Write all legal documents, in collaboration with the President, for the Executive Branch.
- Serve as legal counsel to the Student Body President and Vice President and to Student Government.
- Ensure all actions of the Executive Branch and Student Government are legal and align with statutes.
- Provide written legal opinions for the purpose of clarifying and enforcing of statutes for Student Government officers.
- Review all legislation proposed by the Legislative Branch.
- Assist the Executive Branch with all duties and serve in a supportive capacity.
- Any other duties as necessary to execute the mission of the Executive Branch.
- Develop new initiatives for the continued development and expansion of Student Government.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Should be familiar with the Student Government Constitution and Statutes.
- Should have legal background within Student Government or an outside entity.
- Must be able to maintain a high level of professionalism and a commitment to ethical practices.
- Must be able to think critically and logically in any given situation.
- Experience with Conflict Management and Culture Setting.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.

WORKING CONDITIONS

20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

- This information is not designed to be a complete inventory of the job's duties, responsibilities and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title. -