

Student Government Association (SGA) Satellite Campus Representative

Position Type

Student Leadership / Representative Role
(Part-time, Volunteer, or Stipended – as applicable)

Reports To

Student Government Association (SGA) Executive Board / Director of Student Life

Position Summary

The SGA Satellite Campus Representative serves as the official representative of the Student Government Association at assigned satellite campuses. This role acts as the primary point of contact between satellite campus students, student club organizations, and the main campus SGA. The Representative ensures student voices are heard, club needs are communicated, and student engagement opportunities are accessible across all campuses.

Key Responsibilities

Student Representation

- Serve as the official SGA representative at the assigned satellite campus.
- Advocate for the needs, concerns, and interests of satellite campus students.
- Collect and communicate student feedback to the SGA Executive Board.

Student Club & Organization Support

- Act as the main point of contact for students regarding student clubs and organizations.
- Provide information on:
 - Starting a new student club
 - Joining existing clubs
 - Club requirements, policies, and procedures
- Assist clubs with communication between satellite campuses and the main campus SGA.

Communication & Coordination

- Maintain regular communication with:
 - SGA leadership
 - Club officers
 - Campus staff or advisors (as applicable)
- Share SGA updates, events, and opportunities with satellite campus students.

- Attend required SGA meetings and provide reports on satellite campus activities and concerns.

Engagement & Outreach

- Promote student involvement in SGA initiatives, events, and elections.
- Help increase awareness of student resources and leadership opportunities.
- Support campus events and student-led activities when possible.

Administrative Duties

- Maintain records of student concerns, club inquiries, and outreach efforts.
- Submit brief reports or updates as requested by SGA leadership.
- Uphold SGA policies, campus codes of conduct, and leadership standards.

Qualifications

- Must be a currently enrolled student in good academic standing.
- Strong communication and interpersonal skills.
- Interest in student leadership, advocacy, and campus engagement.
- Ability to work independently and collaboratively.
- Organized, reliable, and approachable.

Preferred Skills & Experience

- Previous involvement in student organizations or leadership roles.
- Familiarity with student clubs and campus resources.
- Comfortable speaking with diverse student populations.

Time Commitment

- Estimated 10-15 hours per week (varies by campus and event schedule).
- Attendance at required meetings, trainings, and major SGA events.

Benefits of the Role

- Leadership and advocacy experience
- Professional skill development (communication, organization, leadership)
- Opportunity to positively impact student life at satellite campuses
- Resume-building experience and potential recognition or stipend