



Secretary of Academic Affairs ROLE DESCRIPTION 2025-2026

What is the Indiana University Student Government (IUSG)

Founded in 1912, Indiana University Student Government (IUSG) exists to protect student rights and enrich student life. As the voice for all undergraduate and graduate students at IU Bloomington, IUSG works to ensure student perspectives shape decisions at all levels of governance. Beyond advocacy, IUSG develops and implements programs and projects that support students and address key campus challenges. IUSG is structured into three branches, Executive, Legislative, and Judicial, mirroring the federal government to ensure democratic representation and efficient governance. The Executive Branch, led by the Student Body President and Vice President, spearheads initiatives while advancing strategic priorities through its departments and offices. By fostering an inclusive and supportive campus, IUSG ensures that every Hoosier can thrive, academically, socially, and personally.

Responsibilities as a Member of the IUSG Executive Branch

- Participating in weekly Cabinet meetings and any required one-on-one meetings. Additionally, attending emergency meetings as needed.
- Advising the Leadership Team on departmental or office matters and broader issues affecting the student body.
- Developing and presenting proposals to the Executive Branch on events and programs within your department or office's scope.
- Managing a department-level or office-level budget with precision and accountability.
- Collaborating with Executive Branch members, other branches of IUSG, and student organizations to implement and execute programs effectively.
- Engaging with the Student Body Congress when relevant legislation impacts your department or office.
- Making an effort to attend IUSG events and service opportunities to support organizational initiatives and engage with the student body.
- Responding to emails and texts in a timely manner.
- Consulting with the Executive Press Secretary and President before engaging with the press or making any public statements on behalf of IUSG.
- Acting as an extension of the President, you will provide expertise in your department or office while representing IUSG on university committees, internal hiring committees, and ad hoc committees as appointed by the President.
- Upholding the IUSG Code of Conduct, and any standing rules established by the Executive Branch, while demonstrating respect for fellow members and a commitment to the IUSG Constitution and Bylaws.

Background of the Secretary of Academic Affairs

The Secretary of Academic Affairs advocates for student interests and develops programs related to tuition and fees, classroom experiences, academic policy, student-faculty relations, access to essential educational and pre-professional development resources. The position has historically been instrumental in implementing programs like the Calculator Loaner Program, which provides free semester-long rentals to reduce financial barriers, and the EmpowerED Scholarships, which assist students with out-of-pocket expenses for textbooks and software. Additionally, the department has worked to secure Princeton Review test prep discounts and advocate for resources that enhance academic transparency and affordability.

Specific Responsibilities of the Secretary of Academic Affairs

- Managing the operations of the Calculator Loaner Program and EmpowerED Scholarship Program, ensuring their sustainability and effective support for students in need.
- Overseeing student-centered initiatives that support academic success, accessibility, and professional development opportunities.
- Collaborating with faculty and administration to improve access to academic resources and support services.
- Advocating for academic affordability and transparency, ensuring students are informed about course-related costs and financial aid opportunities.
- Representing student interests in academic policy discussions related to curriculum, instructional quality, and faculty-student engagement.
- Serving as a liaison between students and university stakeholders on academic concerns, ensuring student feedback informs decision-making.
- Leading an executive committee and facilitating meetings that provide students with opportunities to engage in the department's work.
- Overseeing a First-Year Intern, providing guidance on their project, and supporting their development within IUSG.

Required Meetings and Work Hours

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is required.
- Weekly or biweekly one-on-one meetings with the Chief of Staff, First-Year Intern, and Executive Committee are scheduled mutually, each lasting 30 minutes to one hour.
- The role requires a commitment of 3-5 hours per week for administrative and role-specific tasks.
- A minimum of one front desk shift of at least one hour is required every two weeks.
- If representing IUSG on a university committee, monthly meetings are expected.
- In total, the role requires approximately 8-10 hours per week.

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