



2020 – 2021 Senior Staff Core Competencies and Responsibilities

The difference between core competencies and a description are that we recognize that skills and strengths can be honed through a variety of experiences in leadership and life. A description tells you the basic responsibilities you would be expected to take on, and core competencies are qualities we feel people who successfully take on those responsibilities have required or relied upon heavily.

Core Competencies of all Senior Staff Members

- Team player
- Strong critical thinking skills related to the long-term vision of USG
- Open-minded and accepts challenges
- Self-motivated
- Open to constructive criticism and new ideas
- Proactive and creative problem solver
- Committed to building strong relationships among the Collaborative Leadership Team and throughout USG

Responsibilities of Each Senior Staff Role:

1. Chief of Staff:

- a. Oversees all USG functions of USG to guarantee that it is a productive organization that works effectively and intentionally for the student body
- b. Ensures USG accomplishes its goals by facilitating communication, transparency, and functionality throughout the organization
- c. Leads Cabinet, Collaborative Leadership Team, and Senior Staff; collaborates with the General Assembly and the Judicial Panel as needed

2. Deputy Chief of Staff:

- a. Oversees Issues Committee functions to guarantee committee projects, policies, and programming work effectively and intentionally for the student body



- b.** Works closely with the Chief of Staff and Senior Director of Operations to oversee the daily functions of USG
 - c.** Leads weekly Directors meetings, co-leads weekly Cabinet; collaborates with Operations, Shared Governance, and other USG channels as needed
- 3. Senior Director of Operations:**
 - a.** Oversees Operations Committee functions to guarantee USG's internal and external operations work effectively and intentionally for the members of USG and for the greater student body
 - b.** Works closely with the Chief of Staff and Deputy Chief of Staff to oversee the daily functions of USG
 - c.** Co-leads weekly Cabinet, assists the Deputy Chief of Staff in organizing Directors meetings; collaborates with other USG channels as needed to provide internal and external operations support
- 4. Senior Director of Strategic Communications:**
 - a.** Leads the Communications team and oversees USG's internal and external messaging
 - b.** Works to strengthen USG's current communications, as well as planning and implementing new platforms for students to connect with USG
 - c.** Works with the Communications Committee on a day-to-day basis to run USG's social media pages, website, graphic design, and photography and videography efforts
 - d.** Responsible for crisis communication and public response messaging
- 5. Chief Financial Officer:**
 - a.** Assists directors in writing quarterly budgets in advance of each quarter, compiles all completed budgets, and submits to Allocations
 - b.** Presents approved budgets to the General Assembly
 - c.** Reconciles tracked expenses with official monthly expense reports
 - d.** Submits and defends Request for Alterations (RFA) as needed to update the budget throughout the quarter



6. Senior Director of Allocations:

- a. Works with Chief Financial Officer, General Assembly Leadership, and Cabinet Directors to create and approve quarterly budgets
- b. Chairs the General Assembly's Allocations Committee
- c. Works closely with student organizations who receive USG allocations to complete the reimbursement process

7. Chair of the Undergraduate Caucus:

- a. Oversees the participation of nearly 100 undergraduates in shared governance committees
- b. Works closely with a team of 5 Vice Chairs to collaborate on shared governance policy and operations
- c. Enacts the high-level policy priorities of the President and Vice President as they relate to the University Senate system

8. Chair of the Black Caucus:

- a. Leads the Black Caucus by facilitating communication, transparency, and functionality throughout the Caucus
- b. Works closely with a team of 4 Vice Chairs to collaborate on policy and operations related to the Black Caucus
- c. Specifically this year, responsible for planning and implementing operational frameworks of the newly-created Caucus

9. Senior Counselor to the Executive:

- a. Works closely with the President and Vice President and relevant Senior Staff members to guide and track executive policy priorities
- b. Assists the Vice President in interviewing and appointing Judicial Panel Justices

General Responsibilities of Senior Staff Members:

- As a part of Collaborative Leadership of all the branches of USG, guides and participates in conversation and decisions about how the organization grows and contributes to the student body



- As a part of USG CLT, attends additional leadership retreats and USG and non-USG events to support and better serve students
- Attends provided necessary training over the course of their term on creating safe, inclusive and empowering spaces (including Safe Zone, Open Doors, Catharsis, Implicit Bias, and the Social Justice Engagement Series from the MCC)
- Attends weekly Senior Staff meetings (Tuesdays 8-10pm), along with participating in USG cabinet and regularly attending USG events

Appointed Senior Staff of School Year 2020 – 2021

1. Chief of Staff: Liz Webb (She/Her)

- Core Competencies: Consensus building among Senior Staff and CLT; Empowerment of others to achieve their goals and fulfill USG's mission
- Plans & Goals: Create a cohesive and effective CLT that is transparent and critically evaluates USG's success in serving students; Develop opportunities for collaboration amongst all USG channels to create effective and inclusive policy and programming

2. Deputy Chief of Staff: Ben Duwve (He/Him)

- Core Competencies: Forward-looking vision; Strong communication and organization skills
- Plans & Goals: Create a more streamlined method of communicating policy updates to USG and outside student groups (including ABTS); Bring Cabinet, Shared Governance, and General Assembly together to focus on building policy that meets our constituents' needs

3. Senior Director of Operations: Jacob Chang (He/Him)

- Core Competencies: Strong vision of strengthening the unity of USG as a whole; Empower every member and equip them with the right tools to achieve their goals; Prioritize the effort of outreach
- Plans & Goals: Increase the internal collaborations between committees and branches of USG, emphasize the importance of outreach and use it as a channel to



bring student feedback into our organization, and build up meaningful relations with student orgs outside USG

4. Senior Director of Strategic Communications: Richard Giang (He/Him)

- Core Competencies: Creative approach to problem solving and innovation; Extensive experience in project management and servant leadership
- Plans & Goals: Create a comprehensive and robust set of branding guidelines that will define USG's external image and increase transparency of the vast operations of the organization while curating a welcoming image; Create an efficient means for communication internally across committees and set up an effective system for the various media and communications needs across the organization

5. Chief Financial Officer: Cade Santha (He/Him)

- Core Competencies: Motivated to drive change in USG and determined to hear from all perspectives and incorporate them in our financial processes
- Plans & Goals: Provide more transparency to the budgeting, allocating, and spending procedures of USG in several ways. (i.e. developing a spending ledger, requiring the submission of project proposals detailing benefits to students, and working to communicate the complexities of USG finances to GA and the student body); Develop a public outlet to receive input and questions about the USG process outside the already established measures

6. Senior Director of Allocations: Andy Klemm (He/Him)

- Core Competencies: Inclusive of new perspectives and able to critically evaluate funding processes
- Plans & Goals: Make the budgeting process more transparent and accessible to all undergraduate students, expand the number of organizations that USG funds, and reach out to new student organizations that we have not provided financial assistance to before

7. Chair of the Undergraduate Caucus: Maddie Carson (She/Her)

- Core Competencies: Strong communication skills and resourcefulness in connecting policy work between Cabinet, GA, and Shared Gov



- Plans & Goals: Strengthen the connection between Shared Gov and cabinet and Shared Gov and GA; Empower Shared Gov Vice Chairs to serve as effective policy resources for USG and to contribute valuable work
- 8. Chair of the Black Caucus: Ose Arheghan (They/Them)**
- Core Competencies: Strategic planning and strong critical thinking skills; self-motivated
 - Plans & Goals: Develop the foundation of the Black Caucus within USG and within the Black community; Empower Black Caucus Vice Chairs and General Body Members to assist in the creation of the Black Caucus' operational and policy-based work
- 9. Senior Counselor to the Executives: Eyako Heh (He/Him)**
- Core Competencies: Collaborative team player who welcomes feedback and constructive criticism; Approaches policy work from an analytic and holistic approach
 - Plans & Goals: Ensure the policy crafted by USG is inclusive and representative of the various marginalized identities and lived experiences at Ohio State