

UA Position Descriptions

Principal Officers

Officers that work closely with the President and Vice President of the Undergraduate Association to assure the internal functionality of the organization.

Chief of Staff

Mostly responsible for working with undergraduate student representatives on Institute Committees. Chairs the Nominations Committee.

Treasurer

Manages the finances of the Undergraduate Association. Develops the semesterly budget and manages reimbursements as well.

Secretary

Keeps track of the records of the Undergraduate Association. Publishes updates, takes minutes, and works on internal information flow.

Assistant Vice Presidents

Assistants that work with the President and Vice President of the Undergraduate Association on special topics and issues.

Assistant Vice President of Special Projects

(This position does not currently exist, but it will be proposed for approval.)

Works with members of the UA and committees to develop creative and useful special projects and initiatives that benefit the undergraduates. Past examples include SafeRide TV and MIT Produce Market.

Assistant Vice President of Resource Development

Works on external resource development and contracts with regional businesses. Examples include the Trader Joe's shuttle.

Assistant Vice President of Class Council Coordination

Helps coordinate the UA issues, events, and ideas with Class Councils, increasing exposure and fostering information flow.

Assistant Vice President of Information and Technology (formerly Information Systems)

(This position has not yet been renamed, but it will be proposed for approval.)

Helps manage the information systems and programs used by the UA to increase our efficiency and information management.

Committee Chairs

Leads committees that address specific issues relevant to undergraduates.

Chair of the Committee on Alumni Relations

Assists MIT student groups and residences in establishing and improving connections with their alumni.

Chair of the Committee on Athletics

Works with DAPER on important athletic issues affecting undergraduates, ranging from PE classes and requirements to club sports.

Chair of the Committee on Dining

Looks towards improving dining at MIT. This may range from working on dining plans to food trucks and vending machines.

Chair of the (Student) Committee on Education Policy (SCEP)

Deals with issues affecting undergraduate education at MIT, including term violations and student-faculty dinners. Further work may involve looking at advising, TA systems, etc.

Chair of the Committee on Enrollment

(This position does not currently exist, but it will be proposed for approval. May be Ad Hoc.)

Deals with issues involving enrollment, admissions, etc. It's main focus will likely be the successful implementation of the upcoming enrollment increase.

Chair of the Committee on Housing

Looks at housing-related issues at MIT, including implementation of Maseeh, decrowding, and much more.

Chair of the Committee on Information and Research (formerly Committee on History)

(This position has not yet been renamed, but it will be proposed for approval.)

Deals with preserving institutional memory of the UA, including archiving historical records. Will often be consulted to research specific topics in the past.

Chair of the Committee on Opportunities

(This position does not currently exist, but it will be proposed for approval. May be Ad Hoc.)

Looks at the opportunities that exist for undergraduates at MIT. It may include, but is not limited to, UROPs, internships, career development, leadership programs, freshmen learning communities, etc.

Chair of the Committee on Orientation

(This position does not currently exist but is in consideration.)

Looks at the structure and execution of orientation. Will work with the committee that will evaluate the upcoming Orientation changes.

Chair of the Committee on Public Relations

Works to enhance and improve the relationship between the UA and the undergraduate student body. Holds and publicizes UA events.

Chair of the Committee on Space Planning

Works on space-related issues. This will most likely include Walker Memorial, but may include Kendall Square, the student center, study spaces, etc.

Chair of the Committee on Student Life

Focus on issues related to student life for undergraduates. The scope of this committee is still relatively open; so, we look forward to a leader that can help guide this committee in an appropriate direction as well.

Chair of the Committee on Sustainability

Works to make MIT and its undergraduates more sustainable, including composting programs, FSILG recycling, etc.

Chair of the Committee on Technology

(This position does not currently exist, but it will be proposed for approval. May be Ad Hoc.)

Works on the technology-related issues, including printing, Athena, workstations, educational technology, etc.

Chair of the Finance Board

Chairs the board that manages the funding allocations for ASA-recognized student groups. Would like prior experience with SAO and reimbursements at MIT (student group treasurer, etc.)

Chair of the Events Committee

Works with SAO to plan and run MIT's two biggest events: Fall Festival and Spring Weekend.