Qualifications (See ASMSUB Bylaws, Article 1, Sec. 1-7)

A candidate running for the positions of ASMSU-Billings Student Resolution Officer must have, at the time of his/her selection:

- accumulated a minimum of twenty-four (24) Montana State University Semester hour credits and have a cumulative GPA of 2.50 or above
- must have attended at least two semesters prior to taking office

Work Schedule

- Academic year hours flexible- as needed for student appointments for grade appeals/complaints
- Summer hours flexible

Criteria for Selection

- Excellent written and oral communication skills; strong leadership skills
- Able to maintain complete confidentiality and professionalism handling student grade appeals
- Experience in problem solving and conflict resolution
- Able to be work well with students, faculty, department chairs and the Vice Chancellor for Academic Affairs
- Knowledge of the university campus and City College resources
- Excellent organizational skills and time management
- Knowledge of student grade appeals in accordance with the Student Handbook of Montana State University-Billings.
- Must be very organized and able to stay within a time frame to complete grade appeals
- Able to be a team leader and chair the Student Services/Public Relations Committee

Primary Duties

- The Student Resolution Officer works with students in resolving issues related to grade appeals and student complaints in accordance with the Student Complaint Resolution Procedure and the Grade Appeal Procedure as stated in the Student Handbook.

- Chairs the Student Services/Public Relations Committee-helps with the coordination of academic services, recreational services, campus resources, sustainability events, Senate public relations, community activity, campus physical improvements or enhancements and student life in general. This committee is responsible for the Outstanding Faculty Awards, Spirit of Giving, book recycling, ski tickets, Snow Bowl, Senate forums, sustainability programs, Service Saturday, community service projects, etc.

- Adheres to and follows all ASMSUB bylaws and policies.

- Each Executive Cabinet member shall receive a stipend as approved by ASMSUB Student Senate.