



 **Columbia Business School**
Office of Student Affairs

Cluster Roles & Responsibilities

2024-2025

SHARED CLUSTER BOARD RESPONSIBILITIES

- All cluster board roles have a responsibility of creating a respectful, collaborative, and inclusive student environment
- All cluster board roles should develop key relationships with Columbia Business School administrative and Student Government partners
- All cluster board roles should place an emphasis on information sharing within the cluster
- All cluster board roles should attend required OSA and Student Government training

Cluster Chair

- Responsible for leading the overall strategy of the cluster experience while at CBS
- Partner with DEI representative in setting the cluster culture
- Work in partnership with OSA Cluster Advisor
- Responsible for facilitating Board meetings and coordinate with cluster reps
- Required to serve on Student Government and attend monthly meetings
- Disseminate information, updates, and marketing material from ExBo to the cluster

Chief of Staff

- Responsible for working with FPO to manage OSA provided cluster funding
- Required to work with the Chair to make sure the cluster is aware of school wide events and important announcements
- Be knowledgeable of CU finance policies and procedures
- Required to partner with ExBo Chief of Staff on broader school wide issues

Academic Rep

- Responsible for liaising with students, faculty, and the administration during the Core
- Responsible for advocating core culture in upholding the CBS Honor Code
- Required to address any cluster questions or concerns about faculty with the cluster's academic advisor, the Senior Associate Director of Advising, or the faculty member directly
- Expected to attend 2 Mock Lectures per term (4 per academic year)
- Be knowledgeable of the policies within the academic policy library
- Required to inform the cluster about deadlines, exams, and changes to homework
- Required to administer a feedback survey to cluster, assess the findings, and share the findings during the monthly meetings with Core Faculty and other Academic Reps
- Required to work with ExBo VP of Academics

Career Rep

- Required to participate in monthly Career Roundtables
- Responsible for liaising with students and the Career Management Center (CMC)
- Be knowledgeable of recruitment and hiring policies and procedures and refer students to appropriate CMC contacts when necessary
- Required to keep the cluster informed about CMC programming and resources
- Required to work with ExBo VP of Careers

Global Citizenship Rep

- Proactively ensure that international students in the cluster feel included, and creating climate of cohesion amongst international and non-international students
- Responsible for liaising with international students and the CMC regarding international student career related issues, including attending 2-3 meetings per semester
- Be knowledgeable of resources for issues ranging from Visa to language barriers for members of the cluster
- Be knowledgeable of recruitment and hiring policies and procedures for international students and refer students to appropriate CMC contacts when necessary
- Required to review and discuss programs and resources that support international students such as international student-focused training events/interview workshops and CMC resources
- Responsible for raising feedback, questions, or concerns regarding the international student life experience to the Assistant Director of Student Life & Engagement (OSA)
- Required to participate in Global Citizenship Week
- Required to work with ExBo VP of Global Citizenship

DEI Rep

- Responsible for supporting the cluster's fulfillment of the Phillips Pathway for Inclusive Leadership (PPIL)
- Collaborate with Global Citizenship, Social, and Community Reps to ensure and bolster cross-cultural sharing, respect, and inclusion within Cluster and event planning
- Be knowledgeable of the various diversity, equity, and inclusion resources across campus to provide support and resources to members if needed
- Liaison to the Diversity, Equity, and Inclusion (DEI) Office to support relevant cluster initiatives, and provide resources
- Collaborate with OSA, DEI, and ExBo VP of DEI to support school wide diversity, equity, and inclusion programming

Community- Internal and External Rep (2)

- Internal to Cluster- Responsible for coordinating CBS Matters and other cluster community building initiatives
- External to Cluster- Responsible for Cluster Cup (in coordination with ExBo VP of Community) and Social Impact Initiatives (Social Impact Auction)
- Both reps work together to ensure that the cluster is cohesive
- Required to work with ExBo VP of Community

Social Rep (2)

- Responsible for planning cluster social events
- Required to work with ExBo VPs of Events and serve on the Events Committee
- Responsible for marketing/promoting all school wide events and encouraging cluster attendance