



University of Maine Student Government, Inc. Job Description
Assistant Vice President for Student Entertainment

Position: Assistant Vice President for Student Entertainment	Term of Employment: One Year
Last Revision Date: February 20, 2024	Employee Type: At will
Supervisor: Vice President for Student Entertainment	Department/Division: Student Entertainment
Base Pay Rate: \$4,350 per academic year. (\$300 bi-weekly/10 hours per week/\$15 per hour)	Required Academic Semester Office Hours: To Average 10 hours per week

Required Job Tasks

1. Shall use the Student Body's activity fee to the best of their ability and provide entertainment that the general student body will enjoy and take advantage of.
2. Shall attend and take minutes at all Student Entertainment Committee meetings.
3. Shall post minutes in the Student Entertainment folders and in the SE Event binder.
4. Will work in conjunction with other sub-groups of Student Entertainment.
5. Shall work mostly with the Programming aspect, planning concerts and events from Student Entertainment.
6. Shall help draft contracts and riders when necessary
7. Shall assist with various Student Entertainment duties when necessary.
8. Shall work in conjunction with the Center for Student Involvement (CSI) when needed.
9. Shall perform any other duties as directed by the Vice President for Student Entertainment.
10. Assist in maintaining the SE events binder
11. Shall maintain compliance with Student Entertainment Financial Policies and UMSG, Inc. Constitution.