

 **Student Government Inc. Job Description** 

<b>Position:</b> Clerk of the GSS	<b>Term of Employment:</b> Annual
<b>Date:</b> March 1, 2021	<b>Employee Type:</b> At will
<b>Supervisor:</b> President of the GSS	<b>Department/Division:</b> None
<b>Base Pay Rate:</b> <sup>1</sup> \$1,823.93 - \$60.80 per meeting Fall/Spring (30 meetings)	<b>Required Academic Semester Office Hours:</b> To Average 4 hours per week

**Required Job Tasks**

- 1) Shall record all proceedings of each meeting of the GSS (Tuesdays).
- 2) Shall record Senate roll call at all regular and special meetings of the GSS.
- 3) Shall provide an electronic copy of the minutes to the Executive Administrative Assistant (EAA) by 9am the next day (or as close to that time as possible).
- 4) Shall retain the title of Secretary for our purpose of completing the Student Government Annual Report.
- 5) Shall perform other duties as may be directed by the President of the GSS or the EAA.

\* Normally would be 30 weeks, which includes the extra Student Government inauguration. Additional special meetings called would be at the same rate.

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<sup>1</sup>Revised 03/01/2021 per resolution 42S-EBC-48-03-09-2021  
 Revised 11/03/15 per resolution 36S-EBC-96-11-03-15  
 Previous revision 04/17/12 per VPFA Report