



Student Government Inc. Job Description



Position: Clerk of the GSS	Term of Employment: Annual
Date: November 18, 2025	Employee Type: At will
Supervisor: President of the GSS	Department/Division: None
Base Pay Rate: ¹ \$2,265.00 per academic year. (\$75.50 per meeting/30 meetings per year)	Required Academic Semester Office Hours: 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.

¹Revised 11/18/2025 per resolution 46S-POL-145-11-18-2025 | 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.