



**University of Maine Student Government, Inc. Job  
Description of the GSS Clerk**

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| <b>Position:</b><br>General Student Senate Clerk  | <b>Term of Employment:</b><br>One Year   |
| <b>Last Revision Date:</b><br>February 17, 2026   | <b>Employee Type:</b><br>At Will   |
| <b>Supervisor:</b><br>President of UMSG, Inc.   | <b>Department/Division:</b><br>N/A   |
| <b>Base Pay Rate:</b><br>\$2,265.00 per academic year. (\$75.50 per meeting/30 meetings per year) | <b>Required Academic Semester Office Hours:</b><br>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 rollcall 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 a time stipulated by the EEA and President of the Senate.
4. Shall retain the title of Secretary for the 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.