



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

Position: Vice President for Student Leadership	Term of Employment: One Year
Last Revision Date: February 20, 2024	Employee Type: At will
Supervisor: President of Student Government	Department/Division: Division of Student Leadership
Base Pay Rate: \$7,395 per academic year. (\$510 bi-weekly/15 hours per week/\$17 per hour)	Required Academic Semester Office Hours: To Average 10 hours per week/to average 5 out of office hours per week

Required Job Tasks

1. The Vice President for Student Leadership (VPSL) shall ensure that the policies of the Division of Student Leadership Development are adhered to.
2. The VPSL shall be the chair of the Student Leadership Committee (SLC). As chair, the VPSL shall preside over all meetings of the SLC, keep attendance at each meeting of the SLC, and report all decisions of the SLC to the General Student Senate.
3. The VPSL shall attend and give reports at all UMSG General Student Senate and UMSG Cabinet meetings.
4. The VPSL shall be responsible for the leadership development of undergraduate students at the University of Maine on behalf of UMSG.
5. The VPSL shall be responsible for the education of new members.
6. The VPSL shall work alongside the Membership committee to distribute and maintain Senate binders.
7. The VPSL shall be responsible for holding a Senate Leadership Retreat every semester.
8. The VPSL shall serve as a resource for members and employees to contact for support in their pursuit of projects or goals. The VPSL shall meet with them as needed and connect them with appropriate resources or tools to most effectively achieve their personal or project goals.
9. The VPSL shall be responsible for all matters regarding the recruitment of new senators to UMSG Inc. The VPSL shall work collaboratively with other members of UMSG to expand UMSG’s visibility and brand on campus.
10. The VPSL shall perform any other duties as directed by the President of Student Government, Inc.