

 **Student Government Inc. Job Description** 

Position: Assistant Vice President for Student Entertainment	Term of Employment: One Year
Last Revision Date: December 5 th , 2017	Employee Type: At will
Supervisor: Vice President of Student Entertainment	Department/Division: Student Entertainment
Base Pay Rate: ¹ \$3,178.46 1/2 Fall & 1/2 Spring - Bi-Weekly	Required Academic Semester Office Hours: To Average 6 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 on Google Drive and in the SE Event binder.
- 4) Will work in conjunction with other sub-groups of Student Entertainment and in the SE event binder.
- 5) Shall work mostly with the Programming and Advertisement 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 Campus Activities and Student Engagement (CASE) 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) Compliance with Student Entertainment Financial Policies and UMSG, Inc. Constitution.

¹Revised 12/05/2017 per 38S-EBC-90-12-05-2017
Previously Revised 11/12/2013 per 35S-05-11-12-13