Student Government Inc. Job Description

Position: Clerk of the GSS (formerly Secretary of the GSS)
Term of Employment: Annual

Date: April 1, 2008
Employee Type: At will

Supervisor: President of the GSS
Department/Division: None

Base Pay Rate: $1351.06/$45.04 per meeting Fall/Spring (30 meetings)
Required Academic Semester Office Hours: To Average 3 hours per week

Required Job Tasks

1) Shall read all resolutions into the record.
2) Shall record all proceedings of each meeting of the GSS.
3) Shall keep and maintain attendance records of the Meetings of the GSS.
4) Shall provide copies of the minutes to Senate Administrative Aide by 9am the next day.
5) Shall retain the title of Secretary for our purpose of completing the Student Government Annual Report.
6) Shall perform other duties as may be directed by the President of the GSS or the GSS.

* 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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1 Revised 12/05/2017 per 38S-EBC-90-12-05-2017
Revised 4/17/12 Per VPFA Report