

Student Government Inc. Job Description

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| 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: ¹ \$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.

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