

 **Student Government Inc. Job Description** 

Position: Director of Communications (DOC)	Term of Employment: One Year
Date: December 3, 2013	Employee Type: At will
Supervisor: President of Student Government	Department/Division: External Affairs
Base Pay Rate: \$2,629 (2015/2016) 1/2 Fall & 1/2 Spring - Bi-Weekly	Required Academic Semester Office Hours: To Average 6 hours per week

Required Job Tasks:

- 1) Shall be directly responsible for publicizing all special events, concerts, meetings, and open positions within UMSG, Inc., as well as within all Representative Boards and Community Associations recognized by UMSG, Inc.
- 2) Shall work with the Vice President of Student Entertainment on all concerts and activities in regards to advertising and public relations.
- 3) Shall produce all requested press releases, memorandums, and advertisements for the executive officers of UMSG, Inc. and shall serve as a public relations advisor to the executive officers of UMSG, Inc.
- 4) Shall work to maintain good relations between UMSG, Inc. and all student organizations, faculty, staff, and administration.
- 5) Shall oversee all publications of UMSG, Inc., including those of digital media.
- 6) Shall be responsible for arranging and sending all thank you, condolence and acknowledgement cards and packages as deemed necessary by the President of UMSG, Inc.
- 7) Shall perform any other duties as directed by the President of UMSG, Inc.
- 8) Chair the Marketing and Public Relations Committee (MPRC)
- 9) Shall be the person of contact for any official UMSG, Inc. statements or releases to media outlets.
- 10) Shall attend all GSS meetings; in the event they cannot, they must review all Clerk minutes from each GSS meeting to remain aware of all UMSG, Inc. proceedings.

Revised 12/3/13 per resolution 35S-15-12-03-13

Previous Revisions 4/17/12 Per VPFA Report, 3/20/12 per resolution 33S-46-03-12 & 9/18/08 per 29S-103-09-09-08