Student Government Inc. Job Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>Term of Employment:</th>
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<tbody>
<tr>
<td>Assistant Vice President for Student Entertainment</td>
<td>One Year</td>
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<tr>
<th>Last Revision Date:</th>
<th>Employee Type:</th>
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<tbody>
<tr>
<td>November 09, 2021</td>
<td>At will</td>
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<table>
<thead>
<tr>
<th>Supervisor:</th>
<th>Department/Division:</th>
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<tbody>
<tr>
<td>Vice President of Student Entertainment</td>
<td>Student Entertainment</td>
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<tr>
<th>Base Pay Rate:</th>
<th>Required Academic Semester Office Hours:</th>
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<tbody>
<tr>
<td>$4,350.00</td>
<td>To Average 10 hours per week</td>
</tr>
<tr>
<td>1/2 Fall &amp; 1/2 Spring - Bi-Weekly</td>
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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 First Class 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 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.

Revised 11/09/2021 per 42S-POL-158-11-09-2021
Revised 03/09/2021 per 42S-POL-48-03-09-2021
Revised 12/05/2017 per 38S-EBC-90-12-05-2017
Previously Revised 11/12/2013 per 35S-05-11-12-13