



**University of Maine Student Government, Inc. Job Description  
Vice President for Student Entertainment**

<b>Position:</b> Vice President for Student Entertainment	<b>Term of Employment:</b> One Year
<b>Last Revision Date:</b> February 20, 2024	<b>Employee Type:</b> At will
<b>Supervisor:</b> President of Student Government	<b>Department/Division:</b> Student Entertainment
<b>Base Pay Rate:</b> \$7,395 per academic year. (\$510 bi-weekly/15 hours per week/\$17 per hour)	<b>Required Academic Semester Office Hours:</b> To Average 10 hours per week/to average 5 out of office 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 all General Student Senate meetings, and provide the Senate with a report of Student Entertainment’s activities in the previous week.
3. Shall oversee all Student Entertainment programming for UMSG, Inc.
4. Shall approve all contracts within Student Entertainment.
5. Shall coordinate the Guest Lecture Series and produce one Guest Lecture each semester on campus.
6. Shall assist with various student entertainment duties at the University when necessary.
7. Shall work in conjunction with the Vice President for Financial Affairs to budget for each Student Entertainment event.
8. Shall work in conjunction with the Center for Student Involvement (CSI) when needed.
9. Shall perform any other duties as directed by the President or Vice President of Student Government or the GSS, pertaining to Student Entertainment matters.
10. Perform duties in compliance with the Student Entertainment Financial Policies and UMSG, Inc. Constitution
11. Keep records of all Student Entertainment events in a binder, while maintaining an updated “How To” manual for any future VPSE. This binder will be stored in the FAO outside of the academic year.
12. Shall work with Legal Services on all contracts, agreements, and other documents for SE events.
13. The VPSE shall be the chair of the Student Entertainment Committee (SEC) during the weeks the Senate meets. As chair, the VPSE shall preside over all meetings of the SEC, keep attendance of each meeting of the SEC, and report all decisions of the SEC to the General Student Senate.
14. The VPSE shall attend and give reports at all UMSG General Student Senate and UMSG Cabinet meetings.