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Vice President for Student Leadership

University of Maine Student Government, Inc.

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 **Student Government Inc. Job Description** 

Position: Vice President for Student Leadership	Term of Employment: One Year
Date: March 4, 2021	Employee Type: At will
Supervisor: President of Student Government	Department/Division: Division of Student Leadership
Base Pay Rate: \$7,395.00 ½ Fall & ½ Spring - Bi-Weekly	Required Weekly Office Hours: To Average 10 office hours per week and 5 additional hours

Required Job Tasks

1. The Vice President for Student Leadership (VPSL) shall ensure that the policies of the Division of Student Leadership Development are adhered to.
2. The VPSL shall be the chair of the Student Leadership Committee (SLC). As chair, the VPSL shall preside over all meetings of the SLC, keep attendance of each meeting of the SLC, and report all decisions of the SLC to the General Student Senate.
3. The VPSL shall attend and give reports at all UMSG General Student Senate and UMSG Cabinet meetings.
4. The VPSL shall be responsible for maintaining and distributing a database for the UMSG Mentor Program. This database shall include but is not limited to the names, majors, graduation year, and leadership strengths of the mentors, as well as the names, majors, graduation year, and leadership strengths hoping to be gained of the mentees.
5. The VPSL shall pair up under and upperclassmen for the UMSG Mentor Program.
6. The VPSL shall be responsible for the education of new senators.
7. The VPSL shall work alongside the Membership committee to distribute and maintain Senate binders.
8. The VPSL shall be responsible for inviting monthly guest speakers to senate to discuss the topic of leadership with the various student leaders on campus.
9. The VPSL shall schedule meetings with all senators and employees of UMSG as needed and connect them with the appropriate resources to achieve their goals on projects and provide ways for the organization's individual leaders to improve and grow.
10. The VPSL shall be responsible for all matters regarding the recruitment of new senators to UMSG Inc.
11. The VPSL shall perform any other duties as directed by the President of Student Government, Inc.

THE UNIVERSITY OF
MAINE
STUDENT GOVERNMENT INC.
APPLICATION FOR EMPLOYMENT

Name: _____
Last First Middle

Local Address: _____
Street/Hall (Apt/Room) City, State Zip

Contact Information: ____ () _____
Primary Phone E-Mail

Year in School: _____

GPA: In order to be considered for employment, you must have at least a 2.5 cumulative GPA

Position Applying For: _____

Experience: _____

Position Goals: _____

Three References: (At least one must be faculty or administration. The other two may be from the community. No relatives please.)

1. Name: _____ Position: _____

Address: _____ Phone: _____

2. Name: _____ Position: _____

Address: _____ Phone: _____

3. Name: _____ Position: _____

Address: _____ Phone: _____

Please enclose the following: 1) Resume, 2) Class Schedule for the semester you would potentially begin employment, 3) GPA (cumulative) - go to Maine Street, Student Center, Transcript: View Unofficial