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Job Description : Vice President for Student Organizations

University of Maine Student Government, Inc.

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Student Government Inc. Job Description



Position: Vice President for Student Organizations	Term of Employment: One Year
Last Revision Date: March 09, 2021	Employee Type: At will
Supervisor: President of Student Government	Department/Division: Student Organizations
Base Pay Rate: ¹ \$7395.00 1/2 Fall & 1/2 Spring - Bi-Weekly	Required Academic Semester Office Hours: To average 10 hours per week/to average 5 out of office hours per week

Required Job Tasks

1. The Vice President for Student Organizations (VPSO) shall ensure that the Student Organizations Recognition Policies (SORP) are adhered to.
2. The VPSO shall be responsible for maintaining and distributing a database of active, inactive, and suspended Student Government organizations, representative boards, and community associations. This database shall include but is not limited to the following: a listing of officers (including the President, Treasurer, and Advisor of the organization), a listing of recognition dates (including the date the organization received preliminary and final recognition as well as the date of the organization's last update), and a listing of the date of the most recent constitution/bylaws.
3. The VPSO shall be the chair of the Student Organizations Committee (SOC). As chair, the VPSO shall preside over all meetings of the SOC, keep attendance of each meeting of the SOC, and report all decisions of the SOC to the General Student Senate.
4. The VPSO shall attend and give reports at all UMSG General Student Senate and UMSG Cabinet meetings. The VPSO shall also attend all Executive Budgetary Committee meetings.
5. The VPSO shall supervise the activities of all Representative Boards and Community Associations.
6. The VPSO shall maintain all active and inactive organization recognition paperwork in an organized manner.
7. The VPSO shall be responsible for creating and revising the Preliminary and Final Recognition Application forms as well as the organization update form.
8. The VPSO shall assist all organizations seeking the various stages of recognition from UMSG, Inc.
9. The VPSO shall have the authority to approve the reactivation and suspension organizations.
10. The VPSO shall regularly keep in contact with all organizations so that they may be informed regarding Student Government activities and resources, as well as the rights and responsibilities of a student organization.
11. The VPSO shall perform any other duties as specified in the SORP or as directed by the President of Student Government, Inc. of the GSS.
12. VPSO shall administer the weekly Club Spotlight process.

Revised 42S-POL-43-03-09-2021

Revised 42S-POL-42-03-09-2021

Revised 12/05/2017 per 38S-EBC-90-12-05-2017

Previously Revised 04/17/2012 per VPFA Report

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

3/21/20 For all SG Employees