USUSA POSITION DESCRIPTION

USUSA Student Events Executive Director

Overview
Utah State University Student Association (USUSA) is established for the betterment of each student’s academic experience, student life, and the University community by providing academic representation, uplifting activities, and ensuring a voice in addressing the reasonable needs and wants of their constituents and stakeholders to the administration.

All officers must adhere to the USUSA Inclusion Statement which reads:

“You belong here. The Utah State University Student Association includes every USU student — we support the principles of diversity, equity, and inclusion. Demonstrating our commitment to these principles, we support and advocate for every student regardless of race, ethnicity, nationality, sex, gender identity and expression, sexual orientation, age, disability, religion, language, worldview, education, socioeconomic background, family structure, veteran status, and other identities and backgrounds. We condemn and stand up against social injustice in all forms. Our commitment to building a more inclusive environment in our organizations, events, campuses, and communities is ongoing — each of us has a role to play in realizing this vision.”

Required Trainings
1. USUSA Officer Canvas Course
2. Upstander/Title IX
3. Utah Leadership Academy (strongly encouraged)

Duties & Oversight

1. Enhance the quality of student life at Utah State University through planning and implementation of student activities.
2. Oversee the Student Events Office, Chair Programming Board, plan Welcoming Weeks for Fall & Spring Semester and oversee events social media.
   a. **Student Events Office**: This office shall implement an effective student activities program. Directors include the Activities Director, Series Director and Traditions Director. They shall be responsible for organizing, promoting, publicizing and presenting events for Logan Campus Students. Student Events Directors work under the direct leadership of the Student Events Executive Director. Each Director works with a functioning committee under their leadership.
   b. **Programming Board**: is comprised of the Athletic and Campus Recreation Executive Director, Organizations and Campus Diversity Executive Director, PR Director, Traditions Director, Activities Director, Series Director, as well as the Student Events Advisor(s). This board shall meet once a month to calendar events, collaborate efforts, and provide support and resources for all event planning endeavors.
c. **Welcoming Weeks:** Weeks of Welcome and Welcome Back Week are to be held the first full week(s) of instruction of Fall Semester and Spring Semester. The Student Events Executive Director shall oversee these weeks with USUSA sponsors. The purpose is twofold: 1) Welcome students back to USU from breaks through event planning efforts 2) Increase student awareness of USUSA organizations.

d. **USUSA Events Social Media:** Manage, coordinate and schedule content for all USUSA Events social media accounts.

3. Improve existing events and initiate new events to serve a diverse group of students.
4. Work during summer semester to plan Weeks of Welcome.
5. Be the voice of the Student Events Directors on the Executive Council. Introduce and support legislation that is in the best interest of student events campus wide.
6. Serve as a member of the USUSA Executive Council and any committees, subcommittees or boards as identified in the USUSA General Laws and Charters.
7. Serve as chair of the committee which appoints the Student Events Director positions; with recommendations from the Student Events Advisor(s) and the previous Student Events Executive Director. As the elected officer over all USUSA student events, it is the responsibility of the Student Events Executive Director to appoint and oversee the Student Events Directors. Therefore, it becomes their responsibility to oversee all budgets and revenue within the student events account. All revenue generated by each Student Events Director will be deposited into their respective accounts for future use. It will be the responsibility of the Student Events Executive Director to monitor these accounts and ensure fiscal responsibility of all student fees.
8. Oversee the USUSA Blue Crew and aid them in fulfilling their duties as listed in the Blue Crew Charter.
9. Organize and maintain a volunteer base to ensure retention, motivation and inclusion of students interested in student events at Utah State.
10. During the week of elections, the Student Events Executive Director will be the financial auditor for candidates running for that same position. In case of the officer re-running for the same position, a member of the elections committee will be the auditor.
11. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
12. Officer will ensure that every member of their council or committee receive the opportunity to be trained on suicide prevention, Diversity and Upstander/Title IX during the fall semester of the academic year.
13. Maintain good standing per the USUSA Constitution

**Committee Assignments**

1. USUSA Student Events Office
2. USUSA Programming Board (Chair)
3. USUSA Student Fee Board Committee
4. Honorary Degrees and Awards Screening Committee
5. Scheduling Committee
6. Selected Search Committee
7. Stadium Spectrum Policy Board
8. Taggart Student Center Student Administrative Fee Committee (Chair)
9. Taggart Student Center Policy Board
10. University Student Fee Board
11. Mental Health Week Committee
12. USUSA Elections Committee  
13. USU Blue Crew (Chair)  
14. USUSA Ad Hoc Committee Assignments

**Time Expectations**

1. Officer will complete at least 2 hours daily in assigned office, for 10 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Attend all mandatory retreats, trainings and events as outlined for your region.
3. Attend all events that are planned by the Student Events Executive Director.
4. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Student Events Executive Director. I understand that failure to fulfill these responsibilities may result in disciplinary action as outlined in Article III Section 6 of the USUSA Constitution.

Printed Name: ______________________________

Signed: ___________________________________

Date: _______________________________