USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Operations Manager

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 the students 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. Transition Training
4. USUSA Eastern Service Region Retreat
5. Diversity, Inclusion, and Equity Training
6. USU Eastern Catalyst
7. Utah Leadership Academy (ULA) *Strongly Encouraged

Duties

1. Serve as a voting member on the USUSA Eastern Service Region Advisory Board.
2. Serve as a voting member USUSA Eastern Service Region Student Fee Board.
3. Serve as a member on the USUSA Eastern Service Region Student Events Committee.
4. Serve as a member on the USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee.
5. Appoint 5-10 student volunteers to be the Operations Committee.
6. Oversee all set up and take down of USUSA Eastern Service Region events in coordination with the Operations Committee.
7. Keep an undated inventory of the Operations and Sound Closets; make sure that all equipment is stored properly and kept organized.
8. Assist the Student Events Council in the planning and execution of dances. Work with them and know how each event is going to be set up.
9. Assist the Diversity, Equity, and Inclusion Council in the planning and execution of all their events. Work with them and know how each event is going to be set up.
10. Create a plan for each event set up and take down. Assign people jobs to help in set up and take down so that it runs smoothly and on time.
11. Work with the Student Advocate to survey the student body on music preference at dances.
12. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
13. Toward the end of term, prepare a report suggesting specific changes to structure, administration, budget, or otherwise for the incoming USUSA Eastern Service Region Executive Council.
14. 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.
15. Maintain good standing per the USUSA Constitution

Programs Sponsored
1. Dances: Work with whoever is responsible for planning the dance on how they would like it to be set up (ex. trussing and light location, decorations, food tables, etc.) Be responsible for making a playlist for all dances. Be responsible for the creation and upkeep of a song request system and make an effort to promote the system to the students.
2. Sound Set Up: Be responsible for all sound set up at every event hosted by the USUSA Eastern Service Region.
3. Operations Committee: 5-10 student volunteers that oversee and execute the set up and take down of all USUSA Eastern Service Region student events.

Committee Assignments
1. USUSA Eastern Service Region Advisory Board
2. USUSA Eastern Service Region Student Events Committee
3. USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee
4. USUSA Eastern Service Region Student Fee Board
5. USUSA Eastern Service Region Ad Hoc Committee Assignments
6. Operations Committee (Chair)

Time Expectations
1. Officer will complete at least 5 hours weekly in assigned office.
2. Officer will have a minimum of 80% attendance and participation for activities.
3. Officer will attend 3 athletic games per semester, for 6 athletic games per year.
4. Officer will check personal and USUSA Eastern email several times weekly.
5. Attend weekly required meetings.
6. Attend all summer council meetings.
7. Meet weekly with all USUSA Eastern Service Region members who are planning events.
8. Meet monthly with Utah State University Eastern Student Life Coordinator and Diversity and Inclusion Coordinator.
9. Attend all mandatory trainings and retreats.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Eastern Service Region Operations Manager.

Printed Name: _______________________________

Signed: _______________________________

Date: _______________________________