USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Public Relations 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, Equity, and Inclusion 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. Maintain good standing per the USUSA Constitution
3. Collaborate with the Eagle on campus as well as community news outlets.
4. Lead media and publicity crew as needed
5. Send weekly newsletter to faculty, staff, and students about USUSA events.
6. Update flyers, calendars, whiteboards, chalkboards, and Gibby weekly.
7. 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.
8. Maintain good standing per the USUSA Constitution.
9. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

Committee Assignments

1. USUSA Eastern Service Region Advisory Board
2. USUSA Eastern Service Region Student Fee Board
3. USUSA Eastern Service Region Student Events Committee
4. USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee

Time Expectations

1. Officer will check personal and USUSA Eastern email several times weekly.
2. Attend weekly required meetings.
3. Officer will complete at least 5 hours weekly in assigned office.
4. Officer will have a minimum of 80% attendance and participation for activities.
5. Officer will attend 3 athletic games per semester, for 6 athletic games per year.
6. Meet weekly with USUSA Eastern Service Director of Diversity, Equity, and Inclusion or USUSA Eastern Service Director of Student Events
7. Meet monthly with USUSA Eastern Region Advisors

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Public Relations Manager.

Printed Name: _______________________________

Signed: _________________________________

Date: _________________________________