USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Traditions/Events Coordinator

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. Serve as a member on the USUSA Eastern Service Region Student Events Council.
3. Serve as a member USUSA Eastern Service Region Student Fee Board.
4. Assist with the planning and preparation for the academic year.
5. Oversee and be responsible for the budgets allocated to your specific programs. Plan out carefully each event and program to ensure wise spending of the student fees, makings
periodic checks to keep within money allocated. Report all expenditures to the USUSA Eastern Service Region Director of Student Events and the Utah State University Eastern Student Life Coordinator.

6. 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.

7. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

8. 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.

9. Maintain good standing per the USUSA Constitution.

Programs Sponsored

1. You are responsible for the planning, execution, and accomplishment of an entire year of events and programming for the students of Utah State University Eastern. Work with respective councils, clubs and organizations, and committees on campus to ensure a well-rounded offering of extracurricular activities and programs. Work with the Operations Manager to ensure your visions come to life and with the Public Relations Manager to ensure information about student events publicized to the students.

2. True Eagle (Tradition): True Eagle happens, on a full moon, once each fall and spring semester. It is an event for students to become a “True Eagle” by kissing another student over “Gibby” the rock.

3. Golden Star Dance (Tradition): The Golden Star Dance is a semi-formal/formal dance. This dance usually takes place in the spring semester.

4. Foam Dance (Tradition): The Foam Dance takes place in the Eagle’s Nest. The Eagle’s Nest is filled with foam using the student life foam machines for students to dance in.

5. Hello My Name Is (Tradition): Hello My Name Is is a dance that takes place at the beginning of the year. Students are given a white t-shirt and a sharpie so they can go around introducing themselves to other students writing their names on each other’s shirts.

6. Lite Brite (Tradition): Lite Brite is a dance that takes place near the end of spring semester. A tent is set up in the Eagle’s Nest and hoses are strung from above so students are showered in paint as they dance.

7. Casino Night (Tradition): Casino Night is a tradition that takes place at any time in the year.

8. High Stakes Bingo (Tradition): High Stakes Bingo takes place once every fall and spring semester. It is a time for students to come play bingo and win huge prizes.

Committee Assignments

1. USUSA Eastern Service Region Advisory Board
2. USUSA Eastern Service Region Student Events Council
3. USUSA Eastern Service Region Student Fee Board
4. USUSA Eastern Service Region Ad Hoc Committee Assignments
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 USUSA Eastern Service Region Director of Student Events
8. Meet monthly with Utah State University Eastern Student Life 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 Traditions/Events Coordinator

Printed Name: _______________________________

Signed: ___________________________________

Date: _____________________________________