USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Director of Student Events

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 Executive Council.
2. Serve as a member on the Advisory Board and Presidency Cabinet.
3. Serve as a member on the Appointment Committee that appoints the Chief of Staff, Diversity Representative, Bachelor/Non-Traditional/and Alumni Liaison, Club and Organization Representative, Athletic and Campus Recreation Representative, Traditions/Events Coordinator, Public Relations Manager, and Operations Manager.
4. Serve as a member on the USUSA Eastern Service Region Budget Committee.
5. Serve as a member USUSA Eastern Service Region Student Fee Board.
6. Appoint Traditions/Event Coordinator, Athletics and Campus Recreation Representative, Public Relations Manager, and Operations Manager with the input and recommendation from the USUSA Eastern Service Region Appointment Committee.

7. Oversee the functions of the Traditions/Event Coordinator and Athletics and Campus Recreation Representative, as well as the pertinent functions of the Public Relations Manager and the Operations Manager.

8. Serve as a member, and chair the USUSA Eastern Service Region Student Events Committee.

9. Conduct summer office hours at the discretion of the advisor to assist with the planning and preparation for the coming year.

10. 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.

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

Programs Sponsored

1. Welcome Week: You are responsible for planning and executing an entire week of events the first week of fall semester. These events are to engage students in an inclusive community and enhance the student life of Utah State University Eastern. These events must be finalized by August 1st.

2. Welcome Back Week: You are responsible for planning and executing an entire week of events the first week of spring semester. These events are to engage students in an inclusive community and enhance the student life of Utah State University Eastern. These events must be finalized by December 18th.

8. Oversee the execution of all responsibilities of the Traditions/Events Coordinator and the Athletic & Recreational Representative.

9. Oversee the execution of all pertinent responsibilities of the Public Relations Director and the Operations Manager.

10. Supervise 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. Hold meetings and retreats as needed with the Traditions/Events Coordinator and Athletics and Campus Recreation Representative to accomplish this goal.

Committee Assignments

1. USUSA Eastern Service Region Executive Council
2. USUSA Eastern Service Region Advisory Board
3. USUSA Eastern Service Region Presidency Cabinet
4. USUSA Eastern Service Region Appointment Committee
5. USUSA Eastern Service Region Budget Committee
6. USUSA Eastern Service Region Student Fee Board
7. USUSA Eastern Service Region Ad Hoc Committee Assignments
8. USUSA Eastern Service Region Student Events Committee (Chair)

Positions Appointed by Officer

1. Athletic and Campus Recreation Representative
2. Traditions/Events Coordinator
3. Public Relations Manager
4. Operations Manager

Time Expectations

1. Officer will complete at least 7 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 respond to all assigned myVoice submissions weekly.
5. Officer will check personal and USUSA Eastern email several times weekly.
6. Attend weekly required meetings.
7. Attend all summer council meetings.
8. Meet weekly with USUSA Eastern Region Advisors.
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 Director of Student Events.

Printed Name: _______________________________
Signed: _____________________________________
Date: _______________________________________