

beautyTMU Job Description List ♥

LAST UPDATED: August 5, 2026

President x1 [FULL]

The president of the student group is responsible for representing the group and overseeing all active operations. All external and internal activities are led by this position, and major decisions are made in the president's best interest with significant input. Heavy responsibility to ensure full staff team satisfaction with policies, workload, and all group decisions. Receives and utilizes feedback from events, staff members, and general members. Ensures the student group achieves its short-term and long-term goals for the group's best success.

Requirements: internal hiring (unreleased to public, within pre-existing staff team)

Time dedicated (per week): internally documented

Vice President of Human Resources (AKA Secretary) x1 [VACANT]

The Secretary of the student group is responsible for handling hiring processes, ensuring compliance with current staff team policies, organizing internal documentation, supporting community well-being, and managing the student group's monthly logistics (e.g., social engagement). Any relevant customer service (i.e. general questions) will be handled by the Secretary.

Requirements: preferred past customer service experience or past compliance experience, familiarity with social media, good work ethic

Time dedicated (per week): approx. 1.5hrs

Vice President of Marketing x1 [FULL]

The Vice President of Marketing is primarily responsible for managing all social media and directing content creation. Promotion of events and all digital content is led by the VP and discussed among department members. Increases the group's social engagement by developing marketing strategies among department members.

Requirements: preferred marketing or social media experience, strong communication skills, good work ethic, and ability to plan and manage multiple projects.

Time dedicated (per week): approx. 2-3hrs

Co-Vice President of Events x2 [VACANT]

The Vice President of Events (formerly Communications) is responsible for creating master lists of events each semester and coordinating event planning among department members. Budgeting limitations are included, but only financial estimations. Must oversee and attend all events. Directs department members during event set-up and take-down. Works closely with the finance department on budgeting.

Requirements: preferred past event planning experience, open availability to attend events, confidence in public speaking, good work ethic
Time dedicated (per week): approx. 2hrs (excluding events)

Vice President of Finances x1 [FULL]

The Vice President of Finance is responsible for all event budgeting and final financial calculations. Finances are finalized prior to events, typically earlier in the semester. Works closely with the events department on budgeting.

Requirements: preferred math skills or budgeting experience, good work ethic
Time dedicated (per week): 1.5hrs

Vice President of Public Relations x1 [FULL]

The Vice President of Public Relations is responsible for handling affiliations and reaching out to external companies or student groups for collaborations or sponsorships. The VP of Public Relations is also a strong business representative of the group at events and is responsible for external communications (outreach). Must be present at all events (or as many as possible).

Requirements: preferred past outreach experience, business professionalism, open availability to attend events (if possible), good work ethic
Time dedicated (per week): 1.5hrs (excluding events)

Director of Marketing x4 [VACANT]

The Director of Marketing is responsible for guiding department members when VP is unavailable. Workload is similar to associate, particularly under a specific social media content type. Permissions similar to associate.

Requirements: preferred marketing or social media experience, strong communication skills, good work ethic
Time dedicated (per week): 1-1.5hrs

Director of Videography & Photography (Marketing) x1 [FULL]

The Director of Videography & Photography is primarily responsible for content creation, photography and videographer management of events. Workload is similar to associate. Permissions similar to associate.

Requirements: preferred videography or photography experience, preferred social media experience, good work ethic
Time dedicated (per week): 1hr (excluding events)

Marketing Associate x8 [VACANT]

Marketing Associates work under both the Directors and the VP of Marketing to help with content creation and social media engagement. Help with the promotion of events and marketing strategies.

Requirements: preferred past social media experience, good work ethic
Time dedicated (per week): 1.5hrs

Director of Events x2 [VACANT]

The Director of Events (previously Communications) is responsible for guiding and directing Events Associates when the VP is unavailable. They help coordinate event planning directly with the VP. Workload and permissions are similar to associates.

Requirements: preferred past event planning experience, open availability to attend events, good work ethic

Time dedicated (per week): 1-1.5hrs (excluding events)

Events Associate x3 [VACANT]

The Events Associates are responsible for assisting at events as requested by the VP or Director. Gives the event masterlist input to the VP for feedback.

Requirements: open availability to attend events, good work ethic

Time dedicated (per week): 1hr (excluding events)

Director of Finances x1 [FULL]

The Director of Finance is responsible for bridging the gap between the VP and associates when the VP is unavailable. Helps gather budgeting information and finalizes details. Workload and permissions are similar to those of an associate.

Requirements: preferred math skills or budgeting experience, good work ethic

Time dedicated (per week): 0.5hr

Finance Associate x1 [CURRENTLY N/A]

The Finance Associates are responsible for assisting with budgeting information requests and minimal mathematics for managing finances. Helps finalize calculations.

Requirements: preferred math skills or budgeting experience, good work ethic

Time dedicated (per week): 0.5hr

Director of Public Relations x3 [FULL]

The Director of Public Relations is responsible for serving as an additional business representative if the VP is unavailable. Helps VP carry out external communications or outreach as necessary.

Requirements: preferred past outreach experience, business professionalism, open availability to attend events (if possible), good work ethic

Time dedicated (per week): 1hr (excluding events)