



USG Technology and Digital Innovation Specialized Committee Chair Job Description*

Undergraduate Student Government 2025-2026

General USG Staff Expectations:

All individuals accepting a staff position within USG must sign and abide by the:

- **USG Conduct Code**
- **Communications Policy**
- **Employees, Project Members, and Volunteers Policy**
- **Sexual Misconduct Policy**
- **Conflict of Interest Policy**
- **Equal Opportunity and Non-Discrimination Policy**
- **Record Keeping Policy**

Position Overview

The Technology and Digital Innovation Specialized Committee Chair will be responsible for assembling a specialized committee that leads projects committed to promoting technology and digital innovation on campus. Specialized Committees will meet at the discretion of the Chair. Specialized Committee work will include overseeing multiple projects that their members are leading and helping their members to find meaningful and prudent projects for the Undergraduate Student Government to be working on. This may range from scheduling meetings with administration to conducting research on advocacy issues or conducting programming to support advocacy initiatives.

The Chair is expected to be the organizational expert on their subject matter. This includes consultation on any Forum legislation that is brought up, tracking student concerns on campus, researching technical matters pertinent to their advocacy initiatives, and accurately communicating the student opinion to university administration. It is also the duty of the Chair to ensure that students are adequately represented at all levels of University administration.

Position Duties and Responsibilities

The Technology and Digital Innovation Specialized Committee Chair:

- Serves as the contact between undergraduate students and administration on all matters technology and digital innovation-related;
- Lead regular meetings of specialized committee members;
- Oversee recruitment for their specialized committee;
- Oversee and coordinate any USG projects related to students' interests in technology and digital innovation, particularly focusing on issues like digital UCards;
- Oversee the recruiting of the specialized committee and will meet with stakeholders from other student advocates and departments;
- Work with external organizations, including other universities and UMN campuses, to promote digital innovation resources and develop a greater understanding of what digital innovations may benefit students;

- Continue work promoting the implementation of digital UCards on campus;
- Develop and lead projects that are focused on promoting technology and digital innovation to the benefit of students on campus;
- Collaborate with different communities and student groups on campus as well as other teams within USG;
- Listen to and uplift the LGBTQ+ community, people with disabilities, students of color, and international students. It is necessary for the Technology & Digital Innovation Specialized Committee Chair to engage with these communities and be intentional about including them in projects;
- Oversee their specialized committee members' compliance with the Registered Student Governance Association (RSGA) Agreement, communications with administration, and any other advocacy done in their USG capacity;
- Hold regular check-in meetings with members of the specialized committee;
- Report directly to the Presidential Team, Chief of Staff Team, and Speaker of Forum.

Position Commitment and Compensation

The commitment for this position ranges from 8-10 hours per week. The week-to-week average commitment varies depending on any events or initiatives that are being planned.

The Technology and Digital Innovation Specialized Committee Chair will be compensated with a stipend of \$1,500.00, issued in quarterly payments. This stipend is contingent upon the staff member successfully completing their role responsibilities.

This position is from July 1st, 2025 until June 30th, 2026. If the staff member leaves their role prior to the position end date, this may be reflected in their stipend.

*This position description may not include all aspects of the position. The USG staff member is expected to respond appropriately to requests by their supervisor.