



USG Director of Outreach*

Undergraduate Student Government 2024-25

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 Director of Outreach is a member of the Communications Team and engages with students, student groups, and other university community members to connect with and seek out opportunities for university betterment. They lead the ideating, planning, and facilitating of USG events.

Position Duties and Responsibilities

The Director of Outreach will:

- Facilitate engagement between USG and the student body, including USG's recruitment during the Welcome Week events by tabling events and serving as an ambassador for USG as a whole;
- Brainstorm and propose events that engage various sectors of the student body to increase awareness of USG
- Support staff and voting members in attending outreach events, facilitating connections with other campus organizations, and ensuring that their work is effectively communicated and integrated into broader campus initiatives
- Conduct regular outreach strategy meetings with the Executive Director of Communications and the Presidential Team;
- Collaborate with the Chief of Staff to the President to sign up for University events that align and assist with the purpose of the outreach events;
- Promote USG staff member attendance at student group events on campus;
- Brainstorm, plan, and execute USG-hosted events on Saint Paul, East Bank, and West Bank;
- Work to co-host events with other student organizations on campus;
- Oversee and guide additional team members who may work under the Director of Outreach and assist in completing communication team tasks;
- Complete additional responsibilities and duties as defined by the Executive Director of Communications;
- Report to the Executive Director of Communications and President.

Qualifications

All candidates are encouraged to apply, with emphasis placed on the following qualifications:

- Experience in event planning and organizing;
- Strong interpersonal and communication skills;
- Commitment to the values of diversity, equity, and inclusion, with the ability to engage respectfully and effectively with individuals from diverse backgrounds and perspectives.

Position Commitment and Compensation

The commitment for this position is 10-12 hours per week. The week-to-week average commitment varies depending on any events or initiatives that are being planned.

The Director of Outreach 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, 2024 until June 30th, 2025. 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.