

**The Graduate and Professional Student Association (GPSA)
The Pennsylvania State University**



of the 65th Assembly
September 9, 2015

Be it decided by the Assembly of Elected Delegates,

Office Manager Bill
Authorizing funding for a GPSA Office Manager
(Decided: [Y / N / A])

1 **Nature of the Situation:**

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3 The GPSA has traditionally hired a graduate and professional student to assist the organization in
4 its day-to-day operations. The GPSA Office Manager is responsible for assisting the GPSA
5 Executive Board in the fulfillment of assigned tasks, including preparation for meetings;
6 maintaining the GPSA Facebook and Twitter accounts; maintaining the GPSA email accounts
7 and answering or forwarding correspondence where appropriate; updating the GPSA website;
8 organizing and maintaining the GPSA office to reflect an inviting and professional environment;
9 and holding regular office hours in the GPSA office at least two days a week.

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11 The GPSA Office Manager has traditionally worked the university maximum 20 hours per week.
12 Recognizing the desire to become more fiscally responsible, the GPSA recommends the
13 following course of action.

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15 **Recommended Course of Action:**

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17 The Graduate and Professional Student Association Executive Board shall solicit applications
18 and hire a graduate or professional student to serve as its office manager for the 2015-2016
19 academic year. The office manager shall be paid \$10 per hour worked. The office manager will
20 be authorized to work up to 20 hours per week, depending on workload, with the expectation that
21 he or she will work up to an average of 8 hours per week during non-Assembly weeks and up to
22 an average of 12 hours per week during Assembly weeks.

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1 The office manager shall be required to submit an activity summary to the GPSA Executive
2 Board at the end of each month with a list of work completed and a time card to the GPSA
3 Treasurer every two (2) weeks.

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5 The expected total expense of \$2,900.00 based on \$10.00 per hour * 10 hours * 29 weeks.
6 The maximum authorized amount that may be distributed as wages for an office manager is
7 \$3,500.00.

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Respectfully submitted,

Jesse Scott
Delegate, College of Engineering

President _____ Affirm Veto

The Graduate and Professional Student Association