Bill/Resolution # 69-01

The Graduate and Professional Student Association (GPSA)

The Pennsylvania State University

of the 69th Assembly

April 10, 2019

Be it decided by the Assembly of Elected Delegates,

GPSA Communications Intern

Allocating Funds to Hire Intern for Website Management and Other Tasks

(Decided: [Y / N / A])

Nature of the Situation:

In the past, the Graduate and Professional Student Association has hired a student to assist in the day-to-day operations of the organization. This role has been presented as an "Office Manager" whose duties have included maintaining GPSA's social media accounts, updating the GPSA website, and holding the regular weekly office hours posted outside the GPSA office.

In the 65th Assembly (2015-'16), the GPSA office manager was expected to work an average of 8 hours per week during non-Assembly weeks and 12 hours per week during Assembly weeks. According to Bill 65-04, the expected cost to GPSA for the office manager was $2,900, and the maximum amount of wages that could be distributed for this position was $3,500. The 66th Assembly did not present a bill to continue the office manager position but realizing its importance it was reinstated in the form of a Communications Intern for the 67th and 68th Assemblies.

Recommended Course of Action:

Recognizing the need to be fiscally responsible but also increase the visibility of GPSA and its activities, GPSA will split the duties shared by the previous office manager position between the Secretary and the Communications Intern position. The Graduate and Professional Student

Association shall hire a student to serve as a Communications Intern for the 2019-2020 academic year. The Executive Board will solicit applications for this position and hire a qualified undergraduate or graduate student early in the fall semester. Duties of the communications intern may include, but are not limited to:

- Writing and posting meeting summaries on the GPSA website immediately following Wednesday's assembly meetings
- Maintaining GPSA social media accounts (Facebook, Twitter, etc.)
- Working with the Secretary to maintain an up-to-date list of all graduate program contacts at University Park
- Working with the GPSA executive board and committee chairs to publicize events and initiatives
- Developing promotional materials such as flyers or banners for events when necessary
- Graphic design, photography, and/or video production

The student will work an average of 6 hours per week, with the potential to work up to 15 hours in a given week at the discretion of the Executive Board. Committee chairs may utilize the intern throughout the year for additional help on specific projects or initiatives. The intern will meet with a member of the Executive Board at least once a week to provide an update on activities, and they will present a time card to the GPSA Treasurer for approval of hours.

The student will be paid $15/hour, subject to approval from the Office of Student Activities. The expected wage distribution for GPSA Communications Intern over the next fiscal year (July 1, 2019-June 30, 2020) is estimated to be around $3,250 and shall not exceed $3,750.

Total Requested: $3,750

Respectfully submitted,

Claire Kelling
President

President _____ Affirm Veto

The Graduate and Professional Student Association