Bill # 71-02
The Graduate and Professional Student Association (GPSA)
The Pennsylvania State University

of the 71st Assembly
April 28, 2021

Be it decided by the Assembly of Elected Delegates,

GPSA Communications Manager
Allocating Funds to Hire Communications Manager 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 Communications Manager to assist in the day-to-day operations of the organization. In this role, the Communications Manager assisted in maintaining GPSA’s social media accounts, updating the GPSA website, and holding the regular weekly office hours posted outside the GPSA office.

In the 70th Assembly (2020-2021), the GPSA Communications Manager was expected to work an average of 6 hours per week and up to 15 hours per week at the discretion of the Executive Board. According to Bill 70-01, the expected cost to GPSA for the Communications Manager was $3,250, and the maximum amount of wages that could be distributed for this position was $3,750. A bill funding the position of Communications Manager was also introduced in the 67th, 68th, 69th, and 70th Assemblies.

Recommended Course of Action:
The Graduate and Professional Student Association shall hire a student to serve as a Communications Manager for the 2021-2022 academic year. The Executive Board will
solicit applications for this position and hire a qualified undergraduate or graduate and professional student for the next fiscal year. Duties of the Communications Manager 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 services of the Communications Manager throughout the year for additional help on specific projects or initiatives. The Communications Manager 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 the GPSA Communications Manager over the next fiscal year (July 1, 2021-June 30, 2022) is estimated to be around $3,250 and shall not exceed $3,750.

**Total Requested: $3,750**

Respectfully submitted,

Schönn Franklin
President

President ____________________________ Affirm   Veto

The Graduate and Professional Student Association