

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])

1 **Nature of the Situation:**

2 In the past, the Graduate and Professional Student Association has hired a
3 Communications Manager to assist in the day-to-day operations of the organization. In
4 this role, the Communications Manager assisted in maintaining GPSA's social media
5 accounts, updating the GPSA website, and holding the regular weekly office hours posted
6 outside the GPSA office.

7
8 In the 70th Assembly (2020-2021), the GPSA Communications Manager was expected
9 to work an average of 6 hours per week and up to 15 hours per week at the discretion of
10 the Executive Board. According to Bill 70-01, the expected cost to GPSA for the
11 Communications Manager was \$3,250, and the maximum amount of wages that could be
12 distributed for this position was \$3,750. A bill funding the position of Communications
13 Manager was also introduced in the 67th, 68th, 69th, and 70th Assemblies.

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15 **Recommended Course of Action:**

16 The Graduate and Professional Student Association shall hire a student to serve as a
17 Communications Manager for the 2021-2022 academic year. The Executive Board will

1 solicit applications for this position and hire a qualified undergraduate or graduate and
2 professional student for the next fiscal year. Duties of the Communications Manager may
3 include, but are not limited to:

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

14
15 The student will work an average of 6 hours per week, with the potential to work up to
16 15 hours in a given week at the discretion of the Executive Board. Committee chairs
17 may utilize the services of the Communications Manager throughout the year for
18 additional help on specific projects or initiatives. The Communications Manager will
19 meet with a member of the Executive Board at least once a week to provide an update
20 on activities, and they will present a time card to the GPSA Treasurer for approval of
21 hours.

22
23 The student will be paid \$15/hour, subject to approval from the Office of Student
24 Activities. The expected wage distribution for the GPSA Communications Manager
25 over the next fiscal year (July 1, 2021-June 30, 2022) is estimated to be around \$3,250
26 and shall not exceed \$3,750.

27
28 **Total Requested: \$3,750**

Respectfully submitted,

Schönn Franklin
President

President _____ Affirm Veto

The Graduate and Professional Student Association