

Bill # 72-02

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



of the 72nd Assembly
April 20, 2022

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 72nd Assembly (2022-2023), 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 71-02, 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, 70th and 71st 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 in the Department of Communications for the 2022 -2023

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

- 5 • Writing and posting meeting summaries on the GPSA website immediately
6 following Wednesday's Assembly meetings
- 7 • Maintaining GPSA social media accounts (Facebook, Twitter, Instagram, etc.)
- 8 • Working with the GPSA Executive Branch, Department of Communications, and
9 committee chairs to publicize events and initiatives
- 10 • Developing promotional materials such as flyers or banners for events when
11 necessary
- 12 • Graphic design, photography, and/or video production

13
14 The student will work an average of 6 hours per week, with the potential to work up to
15 15 hours in a given week at the discretion of the Executive Branch. Committee chairs
16 may utilize the services of the Communications Manager throughout the year for
17 additional help on specific projects or initiatives. The Communications Manager will
18 meet with the Executive Director of Communications at least once a week to provide
19 an update on activities, and they will present a timecard as necessary to Penn State's
20 hourly reporting system for approval of hours.

21
22 The student will be paid \$15/hour, subject to approval from the Office of Student
23 Activities. The expected wage distribution for the GPSA Communications Manager
24 over the next fiscal year (July 1, 2022-June 30, 2023) is estimated to be around \$3,250
25 and shall not exceed \$3,750.

26
27 **Total Requested: \$3,750**

Respectfully submitted,

28 **Jada Quinland**
President

President _____ Affirm Veto

The Graduate and Professional Student Association