

## SECTION 4: INTERN AND COORDINATOR POSITION DESCRIPTIONS

### PART 1: ACADEMIC AFFAIRS INTERN

1. The Academic Affairs Commission (AAC) Intern shall wi-ft be selected by the AAC Director, subject to approval by the President.
2. The AAC Intern shall receive a stipend of 25% of the President.
3. Have the core responsibilities of overseeing Vice Chairpersons and College Representatives.
4. Ensure the submission of meeting minutes and agendas.
5. Contribute to core legislation and projects as needed by the AAC Director.
6. Coordinate the administrative aspects of semesterly open forums, and other projects as assigned.
7. Attend Director check-ins with the Provost, as well as Blugold Commitment Differential Tuition preparation meetings.

### ~~PART 2: STUDENT SENATE EVENTS INTERN~~

- ~~1. Student Senate Events Intern shall be responsible for assisting all Commissions and Student Senate business overall with event coordination, to include planning and hosting.~~
- ~~2. Be selected by the Communications Director, subject to approval by the President.~~
- ~~3. The Student Senate Events Intern shall be paid 25% of the President's stipend.~~
- ~~4. Automatically serve on the Communications Commission.~~
- ~~5. Be responsible for the success of Student Senate-related events and assist with the promotion of Student Senate events.~~
- ~~6. Assist the Program Manager in booking and reserving all necessary accommodations for Student Senate Events.~~
- ~~7. Assist the Communications Commissions Director, or their designee, with putting on Student Senate Public Forum.~~
- ~~8. Shall aid the Communications Director in other projects that pertain to any area of the Communications Commission's purview and responsibilities as they are assigned.~~

### ~~PART 3: STUDENT SENATE MEDIA INTERN~~

- ~~1. The Student Senate Media Intern is responsible for designing effective promotional materials for Student Senate and its commissions, using various mediums and formats.~~
- ~~2. Design effective promotional materials for Student Senate and all of it~~

~~commissions.~~

- ~~3. Distribute Student Senate advertising materials through various mediums and formats.~~
- ~~4. Be selected by the Communications Director, subject to approval by the President.~~
- ~~5. Automatically serve on the Communications Commission.~~
- ~~6. Shall be paid up to 25% of the President's stipend.~~
- ~~7. Attend one meeting for each commission, with the exception of the Student Office of Sustainability and the University Activities Commission, each month.~~
- ~~8. Should review *The Spectator* publications on a weekly basis to continuously review information disseminated to the student body.~~
- ~~9. Assist the Vice President in formulating and distributing the Student Senate Newsletter.~~
- ~~10. Shall aid the Communications Director in other projects that pertain to any area of the Communications Commission's purview and responsibilities as they are assigned~~

## **PART 2: COMMUNICATIONS COMMISSION EVENT INTERN**

1. Assist in planning, logistics, and coordination for all Student Senate events and those of its commissions. Including but not limited to: TV displays, physical prints/ handouts, and misc. digital graphics.
2. Assist Program Manager in bookings, reservations, and accommodations for events.
3. Engage in necessary communication and meetings with relevant parties to ensure smooth event progress.
4. Assist & ensure the successful execution and promotion of Student Senate-related events.
5. Attend the weekly Communications Commission meeting as well as a separate weekly meeting with the Communications Commission director and fellow communications interns.
6. Support the Communications Director with assigned projects.
7. Selection process involves approval by the Communications Director and the President.
8. Compensation: Receive 25% of the President's stipend.

## **PART 3: COMMUNICATIONS COMMISSION GRAPHIC DESIGN INTERN**

1. Design promotional materials for Student Senate and its commissions.
2. Monitor and complete digital request form in a timely manner.
3. Attend the weekly Communications Commission meeting as well as a

separate weekly meeting with the Communications Commission director and fellow communications interns.

4. Support the Communications Director with assigned projects.
5. Selection process involves approval by the Communications Director and the President.
6. Compensation: Receive up to 25% of the President's stipend.

#### **PART 4: COMMUNICATIONS COMMISSION MEDIA INTERN**

1. Assist the Communications Director in the maintenance, posting, and scheduling of content on the Student Senate social media platforms including but not limited to: Instagram, Facebook, TikTok, and the Student Senate website.
2. Ensure campus calendars, such as Blugold Connect+, Facebook/Instagram livestreams, and the campus calendar, are updated with Student Senate meetings, activities, and events.
3. Collaborate with individual commissions to support and enhance their presence as needed or when requested. Including but not limited to social media, communication outreach, & member recruitment.
4. Work alongside the Comms & SOC director to uphold a robust and accessible presence on Blugold Connect+.
5. Assist with the coverage and promotion of activities and meetings for all 9 commissions, spotlighting each commission's work.
6. Attend the weekly Communications Commission meeting and participate in a separate weekly meeting with the Communications Commission director and fellow communications interns.
7. Support the Communications Director with designated projects.
8. Selection process involves approval by the Communications Director and the President.
9. Compensation: Earn 25% of the President's stipend.

#### **PART 5: FINANCE COMMISSION INTERN**

There shall be one Finance Intern with the following responsibilities:

7. The Finance Commission Intern shall be nominated by the Director to the Student Body President and confirmed by the Student Senate.
8. Have an awareness of all Organized Activities and their missions.
9. Serve for a term not surpassing one academic year.
10. Receive a stipend to be approved by the board in the internal budget, with the amount for each intern not surpassing 50% of the Finance Director.
11. Research and audit Organized Activities that receive SUF monies dispersed by the Organized Activities Budget in an order set as directed

by the Finance Director.

12. Assist the Director in facilitating budget hearings, appeals hearings, and the assignment of liaisons to Organized Activities.
13. Author legislation to be submitted to the Student Senate concerning the business of the Finance Commission.
14. Hold at least one office hour per week outside of meetings.
15. Complete all other duties assigned by the Finance Commission Director in an efficient manner.

**PART 6: INTERGOVERNMENTAL AFFAIRS COMMISSION INTERN**

1. The Intergovernmental Affairs Intern (IGA) shall have the primary responsibility for compiling and disseminating commission information to members following each weekly meeting, and working with the Intergovernmental Affairs Director on relevant commission projects.

2. Will be selected by the IGA Director, subject to approval by the President.
3. Will receive a stipend of 25% of the President.
4. Work with the IGA Director with researching summaries on the issues and policies at the local, county, and state level featured in the Legislative Priority Summary.
5. Serve as a liaison between UW-Eau Claire Student Senate and local and county governing authorities. This duty includes:
  - a. Attending City Council and County Board meetings.
  - b. Taking comprehensive notes on issues affecting affecting UW-Eau Claire's students at City Council and County Board meetings.
  - c. Briefing the Intergovernmental Affairs Commission at their weekly meeting on pertinent City Council and County Board issues.
  - d. Attend surrounding neighborhood ward meetings (Randall Park Neighborhood and Third Ward).

#### **PART 7: HOUSING INTERN**

1. The Housing Intern shall actively work to create ways to educate students on student housing, both off- and on-campus, including tenants' rights.
2. The Housing Intern will be selected by the IGA Director, subject to approval by the President.
3. Will receive a stipend of 25% of the President.
4. The Housing Intern's term may be for up to 12 months, instead of 9 months, at the discretion of the Intergovernmental Affairs Director.
5. Serve under and sit on the Intergovernmental Affairs Commission.
6. Give weekly Intern Reports at the IGA Commission Meeting.
7. Actively partner with the Communications Director and Intergovernmental Affairs Commission to promote Student Senate housing resources.
8. Work with the Intergovernmental Affairs Intern and Director to coordinate neighborhood block parties and other Intergovernmental Affairs Commission events related to off-campus student housing.
9. Meet with the Director of Housing and Residence Life or their designee at least once per month.
10. Attend all Residence Hall Association General Assembly meetings.
11. Act as Student Senate Liaison to RHA.
12. Organize a week of tabling in the second or third week of September to educate on-campus students about moving off campus and their rights as renters.
13. Hold two regular office hours each week outside of meetings, affording one of these hours solely to current student employees of Housing and

- Residence Life to identify grievances avenues to resolution.
14. Create and review a housing resource guide each year to be dispersed to students.
  15. Complete all other tenant related duties assigned by the President, Vice President, and Intergovernmental Affairs Director.

#### **PART 8: INFORMATION TECHNOLOGY INTERN**

1. Take meeting minutes and create agendas.
2. The Information Technology Commission Intern shall assist the director in creating the yearly budget ranges.
3. Assist in innovative projects.
4. Assist in writing legislation.
5. Attend meetings delegated by the Information Technology Director.
6. Understand the policies that guide the allocation of the Student Technology Fee.
7. The ITC Intern shall receive a stipend of 25% of the President.
8. Comprehend the budgetary process.
9. Have an awareness of campus technology.
10. Contribute to the work of the Commission as a representative of the student body.
11. To the best of their ability, complete all duties requested of by the Information Technology Director in an efficient manner.

#### **PART 9: MASCOT COORDINATOR**

1. The Mascot Coordinator shall manage the audition process for mascots along with the Communications Director.
2. The Mascot Coordinator shall serve as the liaison between the Student Senate, the mascot, and all interested parties for university events, media, and appearances.
3. The Mascot Coordinator's term is for 12 months, instead of 9 months, at the discretion of the President.
4. The Mascot Coordinator shall receive a stipend of 25% of the President.
5. Manage the audition process for mascots, with assistance as needed from the Communications Director.
6. Conduct meetings with the mascots on an as needed basis.
7. Coordinate mascot schedules and promote mascot availability for Student Organizations and University events.
8. Hold two regular office hours per week.
9. Attend the Communications Commission weekly as a non-voting member.
10. The Mascot Coordinator shall give a weekly report at each General Assembly Meeting under 'Special Reports'.

## **PART 10: STUDENT ORGANIZATIONS COMMISSION INTERN**

1. Support the SOC Director and AIL staff in the normal operations of student organizations including:
  - a. Take notes at every SOC general meeting and send out meeting minutes.
  - b. Send out agenda prior to each general meeting.
  - c. Approving annual student organization re-registration forms.
  - d. Sitting on the SOC & Finance joint committee for each SOC Special Allocation Presentation.
  - e. Attend every SOCC meeting in the event of a required assembly of the committee.
2. Attend the weekly Student Organization Commission meeting as well as a separate weekly meeting with the Student Organization Commission director, Sara Thommesen, Stephanie Pyykola, and the AIL Graduate Assistant.
3. Support the SOC Director with assigned projects.
4. Selection process involves approval by the SOC Director and the President.
5. Compensation: Receive up to 25% of the President's stipend.

## **PART 11: SOS EVENTS + ACTIVISM COORDINATOR**

1. Attending UW Divestment Coalition (UWDC) meetings and events as a core organizer.
2. Help foster the environmental movement at UWEC, working with members of SEED, Conservation Club, and other climate and sustainability stakeholders in the wider Eau Claire community.
3. Lead the UW-Eau Claire chapter and recruit students from UWEC to join UWDC and/or other current environmental activism organizations.
4. Pursue other environmental activism opportunities on behalf of the SOS.
5. Coordinate, plan, and lead the Earth Day and Earth Week activities during Spring semester.
6. Work with the other Student Senate Commissions, including the University Activities Commission, for event planning and marketing.

## **PART 12: SOS EDUCATION COORDINATOR**

1. Produce engaging, clear text for SOS events, social media, speeches, and any other forms of communication.
2. Work with the Communications + Media and Design Coordinators to create informational social media posts.
3. Provide information and presentations to the SOS Commission, classes, and other organizations about sustainability topics.

4. Work with other campus organizations to promote sustainability to students.
5. Collaborate with Student Senate Commissions to promote sustainable initiatives and integration.
6. Coordinate the Excellence in Sustainability Grad Cord at the end of each semester.
7. Work with the Operations Coordinator to design sustainability roundtable discussions in the SSRC.

### **PART 13: SOS COMMUNICATIONS + MEDIA COORDINATOR**

1. Collaborate with Education and Design coordinators for weekly social media content and develop a posting schedule to increase SOS visibility to students.
2. Market ongoing SOS programs, events, and initiatives through the website and media platforms.
  3. Collaborate with local city organizations to promote publication coverage, hiring positions, and other content for media outlets.
4. Take minutes during weekly Commission meetings, update them on the SOS SharePoint and Athena webpage in collaboration



within 24 hours.

5. Serve as a liaison between SOS and campus, city, and county-level stakeholders in sustainability policy.
6. Ensure that students are aware of and empowered to take part in ongoing SOS programs, especially utilizing and promoting the Student Sustainability Resource Center.

**PART 14: SOS DESIGN COORDINATOR**

1. Organize digital assets including the official logo of the SOS and the Brand Manual.
2. Seek opportunities to apply design skillset to projects and initiatives, such as the Student Sustainability Resource Center.
3. Create professional graphics for use in print and on social media.
4. Collaborate with the Education Coordinator and Communications + Media Coordinator on social media content.

**PART 15: SOS OPERATIONS COORDINATOR**

1. Maintain the calendar for the Student Sustainability Resource Center (SSRC) with Executive Board Office hours, upcoming events, and space reservation requests from students, faculty, or staff.
2. Work to keep the SSRC up to date with digital information needs and campus outreach efforts.
3. Serve as the primary “caretaker” to the SSRC, including any maintenance requests or continual care of plants and tower gardens.
4. Ensure the SSRC has continuous programming in the space during the business week of the academic calendar, and during the summer, if possible and applicable.
5. Coordinate sustainability “roundtables” with campus leadership, sustainability Graduate Assistants, and the Student Office of Sustainability Executive Board for direct campus outreach programming.