

## **Undergraduate Student Council (USC) Social Director**

**What it's all about:** Organizing social and cultural events to bring the entire community together

### **The Main Responsibilities:**

- Organize and manage traditional SGA social functions, including Back-to-School parties
- Co-chair the Social Committee with the GSC Social Media Director to bring students a variety of social and cultural events throughout the year
- Provide support to class representatives and other students as they organize their own events (Worlds Fair, Graduation Gala, etc.).
- Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules)
- Attend and work at all SGA-sponsored events, determined at the start of each semester
- Hold five office hours in the SGA office each week during the academic year
- Participate in new student orientation
- Participate in SGA trainings and retreats and transition training with new SGA team in May
- Maintain information and transition manual for present and future SGA

### **The Perks:**

- €400 stipend each semester
- €500 Orientation payment each semester
- Monthly phone stipend
- Access to the SGA Office, including a workstation, printing rights and a university phone line.

### **The Recommended Skills:**

- Fluency in French;
- Knowledge of social venues in Paris;
- Able to communicate with outside promoters (club owners, caterers, etc.);
- Team player;
- Sense of marketing, advertising, business and communication.