



**Director of Recruitment and First-Year Internship
Program (FIP)
ROLE DESCRIPTION
2025-2026**

What is the Indiana University Student Government (IUSG)

Founded in 1912, Indiana University Student Government (IUSG) exists to protect student rights and enrich student life. As the voice for all undergraduate and graduate students at IU Bloomington, IUSG works to ensure student perspectives shape decisions at all levels of governance. Beyond advocacy, IUSG develops and implements programs and projects that support students and address key campus challenges. IUSG is structured into three branches, Executive, Legislative, and Judicial, mirroring the federal government to ensure democratic representation and efficient governance. The Executive Branch, led by the Student Body President and Vice President, spearheads initiatives while advancing strategic priorities through its departments and offices. By fostering an inclusive and supportive campus, IUSG ensures that every Hoosier can thrive, academically, socially, and personally.

Responsibilities as a Member of the IUSG Executive Branch

- Participating in weekly Cabinet meetings and any required one-on-one meetings. Additionally, attending emergency meetings as needed.
- Advising the Leadership Team on departmental or office matters and broader issues affecting the student body.
- Developing and presenting proposals to the Executive Branch on events and programs within your department or office's scope.
- Managing a department-level or office-level budget with precision and accountability.
- Collaborating with Executive Branch members, other branches of IUSG, and student organizations to implement and execute programs effectively.
- Engaging with the Student Body Congress when relevant legislation impacts your department or office.
- Making an effort to attend IUSG events and service opportunities to support organizational initiatives and engage with the student body.
- Responding to emails and texts in a timely manner.
- Consulting with the Executive Press Secretary and President before engaging with the press or making any public statements on behalf of IUSG.
- Acting as an extension of the President, you will provide expertise in your department or office while representing IUSG on university committees, internal hiring committees, and ad hoc committees as appointed by the President.
- Upholding the IUSG Code of Conduct, and any standing rules established by the Executive Branch, while demonstrating respect for fellow members and a commitment to the IUSG Constitution and Bylaws.

Background of the Secretary of Recruitment and First-Year Internship Program (FIP)

The Director of the First-Year Internship Program (FIP) role was redefined by the FUSE administration in 2024 to incorporate recruitment efforts and further expanded in 2025 to oversee the newly established FIP within the Legislative and Judicial branches. This position is responsible for leading recruitment initiatives and providing first-year students, including transfer students with structured opportunities to engage in student government and develop leadership skills. Historically, this role has played a pivotal part in mentoring and guiding 22 first-year students through the program, equipping them with the skills and experience needed to become future leaders in IUSG.

Specific Responsibilities of the Secretary of Recruitment and First-Year Internship Program (FIP)

- Overseeing the administration of the First-Year Internship Program (FIP) across all branches, coordinating recruitment, selections, and retention efforts.
 - The First-Year Cabinet (Executive Branch), the First-Year Council (Legislative Branch), and the First-Year Court (Judicial Branch)
- Planning retention events, leadership development programs, mentorship initiatives, and professional development opportunities for students in FIP throughout the academic year to foster ongoing engagement.
- Working closely with FIP mentors to provide guidance, foster engagement, and ensure they create a supportive and enriching experience for their interns.
- Assisting with recruitment efforts for all IUSG opportunities, including congressional elections, executive committees, and vacancies across all branches.

Required Meetings and Work Hours

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is required.
- The FIP class takes place during the second 8 weeks of the fall semester, meeting once a week for one hour on a weekday evening. Attendance is required.
- Weekly or biweekly one-on-one meetings with the Chief of Staff are scheduled mutually, lasting 30 minutes to one hour.
- The role requires a commitment of 3-5 hours per week for administrative and role-specific tasks.
- A minimum of one front desk shift of at least one hour is required every two weeks.
- If representing IUSG on a university committee, monthly meetings are expected.
- In total, the role requires approximately 6-8 hours per week.