



Videographer 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 Videographer

The Videographer role was established in 2024 by the FUSE administration to enhance IUSG's visibility through high-quality video content. This position was created to support the Secretary of Communications by capturing compelling videos that strengthen the organization's digital and print presence.

Specific Responsibilities of the Videographer

- Filming and editing high-quality videos for IUSG events, meetings, and interviews.
- Managing video production logistics, including scheduling, equipment setup, and post-production editing.
- Maintaining an organized video archive for easy access and long-term documentation of IUSG activities.
- Working efficiently in a fast-paced environment, adapting to dynamic event settings while capturing impactful videos.
- Working closely with the Secretary of Communications/Executive Press Secretary to support outreach and engagement priorities.

Required Meetings and Work Hours

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is optional for this position.
- Work hours vary based on event coverage needs, but typically ranges from 3-5 hours per week, with most assignments occurring in the evenings.
- Biweekly one-on-one meetings with the Secretary of Communications/Executive Press Secretary are scheduled mutually, lasting 30 minutes to one hour.
- 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.