

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-FOURTH SENATE
TWENTY-SEVENTH SESSION
APRIL, 20 2016**

**BILL #4517
RATIFICATION OF THE EXECUTIVE JOB DESCRIPTIONS**

SPONSORED BY: Zachary Vaishampayan, Senator, CVMBS; Madison Tolan, Senator, CVMBS; Mitch Ralson, Senator, Warner College; Grant McConnell, Senator, College of Business;

WRITTEN BY: Daniela Pineda Soracá, President-Elect; Mike Lensky, Vice-President Elect

COLLABORATED WITH: Edward Kendall, Director of Community Affairs

ENDORSED BY:

Abstract: As per requirement the following job descriptions for the 2016-2017 Associated Students of Colorado State University (ASCSU) is provided to the 45th Senate for their consideration and hopeful ratification.

WHEREAS

Article I Section 106 of the ASCSU Constitution states that “No office shall exist without an accompanying job description. Job descriptions shall be created only by the action of a bill passed by the Senate and approved by the President”; and,

WHEREAS

Bill 4512 the ASCSU MISSION STATEMENT states that “The Associated Students of Colorado State University advocate and organize for all students in order to better enhance their educational experience and provide a welcoming environment in which students can thrive”; and,

WHEREAS

The Job Descriptions of the Executive should fulfill the vision and intent of the ASCSU Constitution and Mission statement.

THEREFORE BE IT HEREBY ENACTED

That the Forty-Fifth Senate of ASCSU formally adopts the following job descriptions;

ASCSU Job Description
Associated Students of Colorado State University

Chief of Staff

Shall receive compensation of \$7500 for fall/spring semesters and \$1500 for summer semester

General Eligibility:

All applicants for the Chief of Staff shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Chief of Staff is responsible for maintaining the order of the ASCSU Executive office at the discretion of the ASCSU President and Vice President, The Chief of Staff will also act as a representative of the President and Vice President of ASCSU when required. It is important that the Chief of Staff is familiar with managerial skills and the ability to facilitate tensions throughout an office space.

Supervision:

The Chief of Staff is directly accountable to the Students of Colorado State University via the President of ASCSU and the Vice President of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Contribute **10 hours a week** during the summer period
- Attend weekly meetings with the ASCSU President and the ASCSU Vice President, at a time TBD.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Act as an account signer for financial document approvals.
- Assist the ASCSU President and ASCSU Vice-President with any tasks delegated by such.
- Coordinate with Director of Outreach and Administrative Assistant for August 12-14th Retreat.
- Help VP organize office space
- Establish a healthy and productive work environment for staff
- Seek Human Resource and Conflict Resolution Professional Development opportunities

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 30 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend weekly meetings with the ASCSU President and the ASCSU Vice President, at a time TBD.
- Act as an account signer for financial document approvals.
- Assist the ASCSU President and ASCSU Vice-President with any tasks delegated by such.
- Act as the direct supervisor of all Cabinet Directors/Coordinators/Liaisons per the organizational chart approved by the ASCSU President and Vice President. The Chief of Staff shall make recommendations on hiring and termination of executive branch members under the reporting authority of the President and Vice President.
- Meet weekly with all Cabinet Directors/Coordinators/Liaisons.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Develop and facilitate performance evaluations of Cabinet Directors/Coordinators once per semester.
- Manage conflict resolution and mediation of issues through standard disciplinary system.
- Submit an electronic copy of your Weekly ASCSU Staff Report including general report items, important dates, and other details of projects every Friday, and ensure conciseness and clarity in other Cabinet Reports. Keep electronic copies of Weekly ASCSU Staff Reports for historical storage purposes.
- Attend meetings for the ASCSU President and ASCSU Vice President if both are unable to attend as an ASCSU representative.
- Assist and supervise the ASCSU Deputy Chief of Staff in carrying out their job duties.
- Building and maintaining relationships internal and external to the organization.
- Ensure Executive Staff have a clear path of personal/professional/social development.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.

- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner on and off-campus.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Chief of Staff

Shall receive compensation of \$7000 for fall/spring semesters and \$1400 for summer semester

General Eligibility:

All applicants for the Deputy Chief of Staff shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Deputy Chief of Staff is responsible for assisting the Chief of Staff in a managerial capacity and ensuring the well-functioning of the office. The Deputy Chief of Staff will also be the press secretary for ASCSU. It is important that the Deputy Chief of Staff is familiar with Rocky Mountain Student Media (RMSM), inter-personal and human resource/managerial skills.

Supervision:

The Deputy Chief of Staff is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Contribute **8 hours a week** during the summer period
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Assist the Chief of Staff with delegated task-work.
- Build initial contacts with local media outlets.
- Establish a healthy and productive work environment for staff
- Seek Human Resource and Conflict Resolution Professional Development opportunities

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 25 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.

- Attend weekly meetings with the Chief of Staff, at a time TBD.
- Assist the Chief of Staff in delegated task.
- Attend weekly meetings with the ASCSU President and the ASCSU Vice President, at a time TBD.
- Promote transparency and relationships by maintaining regular contact with RMSM and local media.
- Coordinate with Chief of Staff to develop a professional/personal/social development program for staff.
- Ensure Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Submit an electronic copy of your Weekly ASCSU Staff Report including general report items, important dates, and other project information every Friday, and ensure conciseness and clarity in other Weekly ASCSU Staff Reports.
- It is preferred that the Deputy Chief of Staff works over the summer.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner on and off-campus.
- Ability to work in a team based environment.

- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University
Director of Diversity and Inclusion

Shall receive compensation of \$6000 for the fall/spring semesters and \$600 for the summer semester

General Eligibility:

All applicants for the Director of Diversity and Inclusion shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Diversity and Inclusion is responsible for promoting an inclusive environment within ASCSU and the CSU campus by facilitating organizational and campus collaborations to enhance social justice, diversity and inclusion education and engagement. The Director of Diversity and Inclusion will also chair the Inclusive Excellence Council to help guide discussion, create awareness, and implement strategies for the benefit of creating a cohesive ASCSU and campus community environment. It is important that the Director of Diversity and Inclusion is familiar with facilitating deliberative discussions amongst diverse individuals.

Supervision:

The Director of Diversity and Inclusion is directly accountable to the Students of Colorado State University via the ASCSU Chief of Staff, Vice President, and President.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office
- Develop a working relationship with Diversity/Cultural organizations on and off-campus
- Become familiar with the Office of the Vice President for Diversity
- Collaborate with Department of Outreach on initiatives for Diversity and Inclusion Trainings and Orientations On-Campus

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of **20 hours** throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours needed to fulfill job duties.
- Attend a weekly meeting with the Chief of Staff (time TBD)
- Coordinate a weekly meeting with the department (time TBD)
- Implement initiatives with Diversity/Cultural organizations and campus departments on and off-campus
- Collaborate with the Office of the Vice President for Diversity
- Collaborate with Department of Outreach on initiatives for Diversity and Inclusion on campus and community levels
- Create awareness and education of social justice throughout the year between ASCSU and Colorado State University.
- Works towards bringing resources to students and organizations regarding diversity and inclusion.
- Chair the Inclusive Excellence Council.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of social justice as a key concept and bridging understanding across a spectrum of diverse individuals.

- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Assistant Director of Diversity and Inclusion

[2 Positions Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of iState University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.

- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University
Director of Environmental Affairs

Shall receive compensation of \$6000 for the fall/spring semesters and \$600 for the summer semester

General Eligibility:

All applicants for the Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Environmental Affairs is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in order to help mitigate the campus' negative impact on the environment. The Director of Environmental Affairs will also create awareness and help educate the public on environmental matters. It is important that the Director of Environmental Affairs is familiar with the STARS rating system and a general understanding of sustainable urban development and alternative transportation.

Supervision:

The Director of Environmental Affairs is directly accountable to the Students of Colorado State University via the ASCSU Chief of Staff, Vice President, and President.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours a week during the summer period.
- Develop a working relationship with TransFort.
- Develop a working relationship with the CSU Alternative Transportation Manager and other on-campus partners.
- Review the ASCSU TransFort contract.
- Review or develop skills with Parliamentary procedure in order to chair a committee.
- Meet with the Vice President to discuss student fees in regards to the Alternative Transportation Fee Advisory Board (ATFAB).
- Coordinate with the Officer of Community Affairs Policy to meet with the Chief Sustainability Officer of Fort Collins to Coordinate City-University efforts.

- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.** Work as many extra hours need to fulfill job duties.
- Attend a weekly meeting with the Chief of Staff (time TBD)
- Coordinate a weekly meeting with the members of the department of Environmental Affairs (time TBD)
- Chair the Alternative Transportation Fee Advisory Board (ATFAB).
- Work with various groups across campus and the City of Fort Collins to establish and promote green initiatives on campus and in the community
- Coordinate all sustainability initiatives for ASCSU.
- Work with various sustainability committees and organizations across campus to ensure sustainable practices are being upheld to University standards and that adequate resources can be acquired to accommodate student objectives.
- Be well versed in sustainable efforts and goals set forth by the university and aid in the completion of these goals.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of urban environmental and sustainable development.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Environmental Affairs

Shall receive compensation of \$3000.00 over the Fall and Spring semesters combined.

General Eligibility:

All applicants for the Deputy Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Environmental Affairs is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in order to help mitigate the campus' negative impact on the environment. The Deputy Director of Environmental Affairs will also create awareness and help educate the public on environmental matters. It is important that the Deputy Director of Environmental Affairs is familiar with the STARS rating system, alternative transportation and a general understanding of sustainable urban development.

Supervision:

The Deputy Director of Environmental Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff of ASCSU, and Director of Environmental Affairs.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **8 hours of which are required inside the ASCSU Officers.** Work as many extra hours need to fulfill job duties.
- Assist the Director of Environmental Affairs in accomplishing department goals and tasks.
- Attend weekly Department of Environmental Affairs meetings (time TBA)

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of urban environmental and sustainable development.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Assistant Director of Environmental Affairs

[1 Position Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.

- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU Job Description
Associated Students of Colorado State University

Director of Finance

Shall receive compensation of \$6000 for the fall/spring semesters and \$1200 for the summer semester.

General Eligibility:

All applicants for the Director of Finance shall be students enrolled in at least one (1) on-campus credit at

Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Finance is responsible for providing guidance on issues pertaining to the financial matters of ASCSU. The Director of Finance will also chair the Board for student Organizational Funding. It is important that the Director of Finance is familiar with accounting and financial oversight.

Supervision:

The Director of Finance is directly accountable to the Students of Colorado State University via the ASCSU Chief of Staff, Vice President, and President.

Summer - Job Specific Tasks and Responsibilities:

- Contribute **5 hours a week** during the summer period
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Prepare Fall/Spring Board for Student Organization Funding (BSOF) recruitment process

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend a weekly meeting with the Chief of Staff (time TBD).
- Coordinate a weekly meeting with the members of the Department of Finance (time TBD).
- Advise members of ASCSU on fiscal responsibility and expenditure efficacy
- Submit BSOF balance reports weekly to President

- Chair the Board for Student Organization Funding
- Advise student organizations through orientations and workshops concerning the ASCSU funding process and requirements.
- Ensure that funding guidelines are followed by ASCSU funded organizations, in coordination with the SLiCE Office.
- Maintain an effective working relationship with the SLiCE Accountants.
- Assist student organizations in finding co-sponsorships and alternative funding methods. Help student organizations through other grant processes on and off-campus.
- Transfer funds from ASCSU Senate General to student organizations as directed by Board for Student Organization Funding and/or the ASCSU Senate.
- Work with the ASCSU President-Elect and Vice President-Elect to prepare the ASCSU budget proposal for Student Fee Review Board (SFRB) and the ASCSU Senate.
- Ensure that appropriate funding reviews and subsequent revisions take place among the ASCSU funded organizations.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of finance and accounting.

- Conduct oneself in a professional manner on and off-campus.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Controller

Shall receive compensation of \$4500 for fall/spring semesters and \$450 for summer semester.

General Eligibility:

All applicants for the Controller shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Controller is responsible for supporting the Director of Finance in maintaining and overseeing financial matters within ASCSU. The Controller will also help ensure ASCSU financial matters are transparent and accountable to the public.. It is important that the Controller is familiar with accounting and finance.

Supervision:

The Controller is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, the Chief of Staff of ASCSU, and the Director of Finance.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through SLICE Office.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **10 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.**
- Attend weekly meetings with the Director of Finance.
- Assist in maintaining the student fee breakdown on the Interactive Student Fee on the ASCSU website.
- Submit ASCSU balance reports weekly to the ASCSU President.
- Serve as controller of ASCSU funds of the executive, legislative, and judicial branch. Keep true and accurate records of the three branches as well as any additional ASCSU-related fees. Reconcile these accounts with the SLiCE at least once a month.

- Prepare and maintain individual departmental budgets reviewing them monthly to ensure frugal spending. Meet with directors of each department monthly to assist in their budgeting process and keep them abreast of their spending.
- Work with the ASCSU President, Vice President, and the Director of Finance to prepare for the annual budget process.
- Work with the ASCSU President-Elect and Vice President- Elect to prepare the ASCSU budget proposal for the Student Fee Review Board (SFRB) and the ASCSU Senate.
- Assist ASCSU staff members with purchasing duties of office equipment and supplies.
- Administer the ASCSU executive payroll.
- Handle all financial document requests (IMO's, AFE's, Journal Entries, PO's, Procurement Card [PCard]), account reconciliation, and bookkeeping needs.
- Maintain an effective working relationship with the SLiCE.
- Other duties as assigned and/or required.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of accounting and finance.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.

- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Director of Health

Shall receive compensation of \$6000 for the fall/spring semesters and \$600 for summer

General Eligibility:

All applicants for the Director of Health shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Health is responsible for promoting health and safety through education and awareness for all aspects of student's life here at Colorado State University. The Director of Health will also help create programs and policies that benefit the health and safety of students. It is important that the Director of Health is familiar with health initiatives on campus, at-risk populations regarding health and safety, and different ways to reframe mainstream conversation regarding the wellbeing of others.

Supervision:

The Director of Health is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) Trained through the SLICE Office.
- Develop a working relationship with members of the CSU Health Network and other campus partners such as RDS, and other resource offices.
- Thoroughly plan academic year initiatives and provide overview to Chief of Staff.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, 15 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.

- Meet with Chief of Staff at a time TBD.
- Schedule and hold a weekly departmental meeting.
- Work with CSU Health Network to market health-related information and advocacy to students.
- Work to enhance and promote the Positive Impact program throughout Colorado State University.
- Continue to work alongside RDS to enhance the Chronic Health Illness Mentoring Program.
- Other duties as assigned and/or required.
- Initiate or participate in collaborative efforts to reframe conversations on diverse and inclusive approaches to mental health stigmas, sexual violence and other health related topics.
- Collaborate with appropriate stakeholders to increase safety on campus.
- Plan and execute Body Acceptance Week (BAW) events.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of health and safety.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.

- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Health

Shall receive compensation of \$3000.00 over Fall and Spring semester combined.

General Eligibility:

All applicants for the Director of Health shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Health is responsible for promoting health and safety through education and awareness for all aspects of student life here at Colorado State University. The Deputy Director of Health will also help create programs and policies that benefit the health and safety of students. It is important that the Deputy Director of Health is familiar with health initiatives on-campus, at-risk populations regarding health and safety, and different ways to reframe mainstream conversation regarding the wellbeing of others.

Supervision:

The Deputy Director of Health is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff of ASCSU and the Director of Health

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, 8 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist the Director of Health in accomplishing department goals and tasks.
- Chair the Mental Health Committee.
- Serve as the daily manager of the Chronic Health Mentoring Program.
- Attend weekly Department of Health meetings (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of health and safety.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Assistant Director of Health

[1 Position Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.

- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.

Ability to work independently, identify resources, and make independent decisions.

ASCSU Job Description
Associated Students of Colorado State University

Director of Marketing

Shall receive compensation of \$6000 for fall/spring semesters and \$1200 for summer semester

General Eligibility:

All applicants for the Director of Marketing shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Marketing is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization. The Director of Marketing will also oversee the maintenance of ASCSU's website as well as the social media presence. It is important that the Director of Marketing is familiar with marketing/promotional concepts and practices, social media, and web development.

Supervision:

The Director of Marketing is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 10 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SliCE Office
- Become familiar with current and incoming student demographics for purposeful marketing.
- Become familiar with CSU branding policy, CSU creative services and COLAB.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend weekly meetings with the Chief of Staff (time TBA).
- Coordinate a weekly meeting with the members of the department of Marketing (time TBD).
- Create purposeful promotional materials for ASCSU.

- Ensure timely promotion of ASCSU programs and events for all ASCSU departments/branches.
- Develop and consistently work to improve upon the ASCSU website as well as the brand overall.
- Collaborate with the Director of Outreach to connect students with ASCSU.
- Collaborate with Director of Finance and requesting departments to determine who pays for marketing.
- Market all open ASCSU positions in appropriate mediums.
- Be knowledgeable of CSU Graphic Standards.
- Be knowledgeable/capable of learning Adobe Photoshop, Publisher and WordPress.
- Other duties as assignment and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Marketing

Shall receive compensation of \$3000.00 over the Fall and Spring semesters combined.

General Eligibility:

All applicants for the Deputy Director of Marketing shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Marketing is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization. The Deputy Director of Marketing will also oversee the maintenance of ASCSU's social media presence. It is important that the Deputy Director of Marketing is familiar with marketing/promotional concepts and practices, social media, and effective advertising to the general student population.

Supervision:

The Deputy Director of Marketing is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff of ASCSU, and Director of Marketing

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, 8 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist the Director of Marketing in accomplishing department goals and tasks.
- Be competent with developing and maintaining social media based communication and strategies.
- Attend weekly Department of Marketing meetings (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.

- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Graphic Design

Shall receive compensation of \$4500.00 over the Fall and Spring semesters combined and \$450 over the Summer.

General Eligibility:

All applicants for the Deputy Director of Graphic Design shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Director of Marketing is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization through Graphic Design. It is important that the Deputy Director of Graphic Design is familiar with marketing/promotional concepts and practices, common graphic design platforms and software.

Supervision:

The Deputy Director of Graphic Design is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff of ASCSU, and Director of Marketing

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours a week as needed by the Director of Marketing.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, 8 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist the Director of Marketing in accomplishing department goals and tasks.
- Attend weekly Department of Marketing meetings (time TBA).
- Be competent with vector based design, Photoshop, and multimedia content editing.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.

- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Assistant Director of Marketing

[1 Position Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.

- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Director of Outreach

Shall receive compensation of \$6000 for fall/spring semesters and \$1200 for summer semester

General Eligibility:

All applicants for the Director of Outreach shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Outreach is responsible for connecting student organizations and the general student population to ASCSU, either to become involved or have their voice heard. The Director of Outreach will also organize intentional and effective ASCSU retreats in the Fall and Spring as well as assist with the structure of Ram Leadership Team. It is important that the Director of Outreach is familiar with student organization and general population engagement, structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University.

Supervision:

The Director of Outreach is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 10 hours a week during the summer period
- Be ASCSU Procurement Card (P-Card) trained through the SliCE Office
- Coordinate marketing plan with the Department of Marketing.
- Coordinate with Orientation and Transition Programs/Admissions to providing involvement opportunities to incoming students.
- Familiarize themselves with campus partners for outreach.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend weekly meetings with the Chief of Staff (time TBD).
- Coordinate a weekly meeting with the members of the department of Outreach (time TBD).

- Work to promote and expand the Department of Outreach throughout the year by engaging campus partners.
- Coordinate and facilitate communication and events through student resources offices to ASCSU at Cabinet, Senate, and other key committees and meetings.
- Maintain a positive relationship with all student resources offices to collaborate in promoting student involvement across all areas of campus.
- Work with various directors on student initiatives to increase reach of ASCSU efforts.
- Seek non-traditional students, international students, and diverse students to aid in their programming as well as seek their involvement in ASCSU.
- Other duties as assigned and/or required by ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Outreach (Ram Leadership Team)

Shall receive compensation of \$3000.00 over the Fall and Spring semesters combined.

General Eligibility:

All applicants for the Deputy Director of Outreach shall be students enrolled in at least one (1) oncampus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Outreach (Ram Leadership Team) is responsible for connecting the general student population to ASCSU through student leadership education and engagement opportunities. Ram Leadership Team (RLT) is a program of ASCSU where 1st and 2nd year students gain opportunities in Leadership, Networking, and Community Engagement within ASCSU. It is important that the Deputy Director of Outreach (Ram Leadership Team) is familiar with student organization and general population engagement, structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University.

Supervision:

The Deputy Director of Outreach is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff of ASCSU and the Director of Outreach

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, 8 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist the Director of Outreach in accomplishing department goals and tasks.
- Attend weekly Department of Outreach meetings (time TBA)

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.

- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Assistant Director of Outreach

[2 Positions Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.

- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Officer of Governmental Affairs Policy

Shall receive compensation of \$4000 for the fall/spring semesters and \$600 for the summer semester

General Eligibility:

All applicants for the Officer of Governmental Affairs Policy shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Officer of Governmental Affairs Policy is responsible for developing and tracking legislative/regulatory priorities on a state level that impact the students of Colorado State University. The Officer of Governmental Affairs Policy will also react in a timely manner to actions within the Colorado General Assembly and the federal government that affect the students of CSU in a way that benefits said students. It is important that the Officer of Governmental Affairs Policy is familiar with the legislative process and departments within the state and federal executive scope pertaining to higher education.

Supervision:

The Officer of Governmental Affairs Policy is directly accountable to the Students of Colorado State University via the ASCSU Chief of Staff, Vice President, and President.

Summer - Job Specific Tasks and Responsibilities:

- Be ASCSU Procurement Card (P-Card) trained through the SliCE Office
- Develop a working relationship with state/federal policymakers

- Develop a plan for student engagement in the 2016 election year with New Era Colorado
- Is expected to work 5 hours a week during the summer

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **10 hours of which are required inside the ASCSU Office.** Work as many extra hours needed to fulfill job duties.
- Attend a weekly meeting with the Chief of Staff (time TBD)
- Coordinate a weekly meeting with the members of the Department of State and Local Policy(time TBD)
- In conjunction with the ASCSU President, hire and work with a legislative liaison and Colorado State University-Pueblo, and coordinate lobbying efforts at the State Capitol.
- Travel throughout the state as needed
- Track relevant Colorado General Assembly and Federal Bills on a daily basis and present this to Cabinet and Senate.
- Organize and recruit responsible and professional students from the student body at large to assist in lobbying efforts at the capitol if necessary.
- Develop an understanding of Colorado State University's legislative effort in order to educate the students on their happenings.
- Develop a working relationship with the Colorado State University's lobbyist, State Legislators and the Colorado Congressional delegation.
- Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
- Assist the Officer of Community Affairs Policy to promote representation at the local level of politics.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.

- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of the ASCSU structure and the structures/purpose of state and federal government.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, make independent decisions, and show initiative.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University
Officer of Community Affairs Policy

Shall receive compensation of \$4000 for the fall/spring semesters and \$600 for summer semester

General Eligibility:

All applicants for the Officer of Community Affairs Policy shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Officer of Community Affairs Policy is responsible for creating relationships with City stakeholders. The Officer of Community Affairs Policy will also develop and track legislative/regulatory priorities of the city while collaborating on initiatives that affect the students of Colorado State University. It is important that the Officer of Community Affairs Policy is familiar with how the City of Fort Collins government functions particularly the city council and manager's office.

Supervision:

The Officer of Community Affairs Policy is directly accountable to the Students of Colorado State University via the ASCSU Chief of Staff, Vice President, and President.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours a week during the summer period.
- Develop relationships with key City staff (E.g. Council, City manager's office)
- Be ASCSU Procurement Card (P-Card) trained through the SliCE Office

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **10 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend a weekly meeting with the Chief of Staff (time TBD)
- Coordinate a weekly meeting with the department (time TBD)
- Act as student representative to the Fort Collins City Council, attending their meetings.
- Meet with every city council member, mayor, and the city manager to build city relations between the Colorado State University community and the Fort Collins community.
- Lobby on behalf of students to change, amend or eliminate city ordinances that impact students.
- Coordinate with the Director of Off -Campus Life to plan the Neighborhood Welcome.
- Meet with various committees, boards, and commissions informing them of current local issues and updates to keep students informed of any changes that directly affect them.
- Other duties as assigned and/or required.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of the ASCSU structure and the structures/purpose of local government.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.

- Ability to work independently, identify resources, make independent decisions, and show initiative.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University
Assistant Director of State and Local Policy

[2 Positions Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.

- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description

Associated Students of Colorado State University

Director of Traditions and Programs

Shall receive compensation of \$6000 for fall/spring semesters and \$1200 for summer semester

General Eligibility:

All applicants for the Director of Traditions and Programs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of Traditions and Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Director of Traditions and Programs will also re-implement the traditions council. It is important that the Director of Traditions and Programs is familiar with internal and external resources, program budgets, and importance of traditions.

Supervision:

The Director of Traditions and Programs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 10 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE office.
- Develop an academic year programming and marketing calendar.
- Begin planning large events (E.g. Grill the Buff's, Homecoming).

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend weekly meetings with the Chief of Staff (time TBD).
- Coordinate weekly meeting with the members of the department of Traditions and Programs (time TBD).
- Execute Grill the Buffs, Homecoming Week, For-Ever Green T-Shirt Contest, RAMped Up, I-Ball.
- Collaborate with various student organizations to re-implement CSU's Traditions Council.
- Collaborate with Director of Marketing to promote traditions and events across campus.
- Other duties assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of programming resources at Colorado State University and the Fort Collins community.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Traditions and Programs

Shall receive compensation of \$3000.00 over the Fall and Spring semesters combined.

General Eligibility:

All applicants for the Deputy Director of Traditions and Programs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Traditions and Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Deputy Director of Traditions and Programming will also sit on Traditions Council as well as assist the Director of Traditions and Programs with all initiatives. It is important that the Deputy Director of Traditions and Programming is familiar with internal and external resources, program budgets, and importance of CSU traditions.

Supervision:

The Deputy Director of Traditions and Programming is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, ASCSU Chief of Staff, and the Director of Traditions and Programs.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, 8 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist the Director of Traditions and Programming in accomplishing department goals and tasks.

- Attend weekly Department of Traditions and Programming meetings (time TBA)

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of programming resources at Colorado State University and the Fort Collins community.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Assistant Director of Traditions and Programs

[3 Positions Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University

Director of University Affairs

Shall receive compensation of \$6000 for fall/spring semesters and \$600 for summer semester **General Eligibility:**

All applicants for the Director of University Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.75 preferred.

General Responsibilities:

The ASCSU Director of University Affairs is responsible for providing student representation across all areas of campus. The Director of University Affairs will also report to the President and Vice President of ASCSU current situations evolving on campus that affect students. It is important that the Director of University Affairs is familiar with various methods of gaining public opinion.

Supervision:

The Director of University Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 5 hours in the office.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Develop working relationships with university partners.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Attend weekly meetings with the Chief of Staff TBD.
- Coordinate weekly meeting with Department of University Affairs at a time TBD.
- Work with Senate members to address student concerns and university issues through ASCSU legislation regarding student issues and facilitate bringing these concerns to faculty
- Work with the ASCSU President in all Stadium based issues and discussions. Serve on all necessary boards and committees in place of President as needed.
- Coordinate the selection and placement of representatives to sit on various committees across the University that require student representation, both from ASCSU as well as at-large.
- Act as the chief representative of students to the University by serving on committees, task forces, boards, search committees, and other organized input processes as necessary.
- Work to create innovative strategies for student engagement.
- Attend the Resident Hall Association once a month to collect feedback from Residents about first-year student issues and concerns.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**. Attend SLiCE P-Card training **May 17th**.
- Attend Cabinet meetings Wednesdays from 5:00PM-6:00PM
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University
Deputy Director of Graduate Affairs

Shall receive compensation of \$3000.00 over the Fall/Spring semesters combined.

General Eligibility:

All applicants for the Deputy Director of Graduate Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Graduate Affairs is responsible for providing graduate student representation across all areas of campus. The Deputy Director of Graduate Affairs will also report to the Director of University Affairs, current situations evolving events affecting graduate students. It is important that the Deputy Director of Graduate Affairs is familiar with various methods of gathering public opinion.

Supervision:

The Deputy Director of Graduate Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff of ASCSU, and Director of University Affairs.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, 8 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist the Director of University Affairs in accomplishing department goals and tasks.
- Attend the Graduate Student Council monthly.
- Continue advocacy on the Foothills campus transit routes.
- Attend weekly Department of University Affairs meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Deputy Director of Academics

Shall receive compensation of \$3000 for the fall/spring semesters

General Eligibility:

All applicants for the Deputy Director of Academics shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 preferred.

General Responsibilities:

The ASCSU Deputy Director of Academics is responsible for involving the student voice in academic affairs and initiatives across campus. The Deputy Director of Academics will also collaborate with faculty members and academic advisors to further student interests. It is important that the Deputy Director of Academics is familiar with general population engagement and shared governance on CSU.

Supervision:

The Deputy Director of Academics is directly accountable to the Students of Colorado State University via the ASCSU Director of University Affairs, ASCSU Chief of Staff, Vice President, and President.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **8 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.

- Attend a weekly meeting with the members of the department of University Affairs (time TBD)
- Act as student representative to the CSU Faculty Council, attending their meetings.
- Develop a working relationship with the Chair of Faculty Council, the CSU Provost and Executive Vice President, Dean of Students, and the Vice-Provosts to collaborate on academic and curricular issues.
- Keep ASCSU informed about proposals at Faculty Council that could impact students.
- Coordinate with faculty to revamp the ASCSU Study Aid File.
- Convey student academic concerns to faculty and administration.
- Other duties as assigned and/or required by the ASCSU Director of University Affairs.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description
Associated Students of Colorado State University
Assistant Director of University Affairs

[2 Positions Available]

Shall be paid \$1000 for Fall and Spring semesters combined

General Eligibility:

All applicants for the Assistant Director shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Assistants shall have a 2.5 preferred GPA.

General Responsibilities:

The Assistant Director is responsible for accomplishing all tasks delegated to them by their supervisors.

Supervision:

The Assistant Director is directly accountable to the Students of Colorado State University via their Department Superior, the ASCSU Chief of Staff, Vice President and President.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours need to fulfill job duties.
- Assist their Department Director in accomplishing department goals and tasks.
- Attend their weekly Department meeting (time TBA).

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat **TBD**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 16th**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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THEREFORE BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be forwarded to Jason Sydoriak, President of ASCSU; Phoenix Dugger, Vice President ASCSU; Kim Grubbs, Administrative Assistant for ASCSU; Bruce Mann, ASCSU Advisor; Dr. Tony Frank, CSU President.

PASSAGE

DATE

PRESIDENT JASON SYDORIAK

DATE

TAGS: Job Descriptions, PSL Administration, 2016-2017