

Associated Students of Colorado State University

Committee Chair

Shall receive compensation of \$500 for fall/spring semesters. **General Eligibility:**

All nominees for the Committee Chair 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.

General Responsibilities:

The Committee Chair is responsible for running their respective internal committee. The Committee Chair will also work as a legislative aide to Senators in need. It is important that the Committee Chair is familiar with the workings of internal committees.

Supervision:

The Committee Chair is directly accountable to the Students of Colorado State University via the Speaker pro Tempore.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 3 hours throughout the workweek.
- Chair Committee Meeting
- General Administrative Duties
- Legislative Aide

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat on **January 21st**.
- 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 Legislative 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 Senatorial job descriptions.
- 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.