

ASCSU Job Description

Associated Students of Colorado State University

Speaker pro Tempore

Shall receive compensation of \$4,500 for the fall/spring semesters and an additional \$115 for the summer semester.

General Eligibility:

All nominees for the Speaker pro Tempore 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.

General Responsibilities:

The ASCSU Speaker pro Tempore is responsible for chairing and maintaining Senate if the Vice President is absent or not willing. The Speaker pro Tempore will also act as the highest ranking official of the Senate body. It is important that the Speaker pro Tempore is familiar with parliamentary procedure, proper legislative format, leadership skills as well as feel comfortable being the head of the Senate.

Supervision:

The Speaker pro Tempore is directly accountable to the Students of Colorado State University via the ASCSU Vice-President.

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.** Work as many extra hours need to fulfill job duties.
- Chairing Senate sessions when the Vice President is not present or willing.
- Chairing the Senate Leadership Meeting.
- Attending Cabinet.
- General Administrative Duties such as creating name placards, updating the Senate roster, and maintaining Senate governing documents.
- Outreach to the Student Body through communication with ASCSU Director of Marketing and the Senate Outreach Officer and ensuring Student Body-Senate connections.
- Aiding the in the creation and editing of Legislation.
- Working with the Senate Membership Officer to ensure that Senators are complying with the responsibilities associated with their role.

General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, 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 Senate and parliamentary procedures as well as legislative writing.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Good organizational and preparatory skills.

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