

ASCSU Job Description

Associated Students of Colorado State University

Associate Senator

General Eligibility:

All applicants for the Associate Senator 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 Associate Senator is responsible for writing relevant legislation concerning the CSU student body as well as the Senate Body itself. The Associate Senator will also represent their respective colleges in the Senate Body. This position will work very closely with the Senator(s) representing their college or office. It is important that the Associate Senator is familiar with parliamentary procedure.

Supervision:

The Associate Senator is directly accountable to the Students of Colorado State University via their respective College Council, SDPS Office, or student Council.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in the weekly Senate session. Work as many extra hours need to fulfill job duties.
- Attend one (1) in every three (3), at minimum, weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- They shall also be responsible for:
 - One hour attending the College Council or meeting with respective office/student Council
 - One hour shall be devoted to an internal committee meeting
 - One hour shall be devoted to legislation/college council duties
 - Voting in the absence of a full senator from their respective college

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend one of the mandatory diversity workshops, as required by previous legislation (date TBD).

- Work to promote the mission of ASCSU.
- Work closely with constituent base to ensure collaboration as a representative with those who elected you into office.
- 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 procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate respect for all other members of ASCSU.
- 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.