

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SIXTH SENATE
THIRTY-FIRST SESSION
APRIL 26TH, 2017**

**Bill # 4626
RATIFICATION OF THE CHIEF JUSTICE JOB DESCRIPTION**

SPONSORED BY:

WRITTEN BY: Daniela Pineda-Soracá, President; Chief Justice Jacob Stein

COLLABORATED WITH: Mike Lensky, Vice President; Edward Kendall, Speaker Pro Tempore President Josh Silva, President-elect; Michael Wells, Vice President-elect

ENDORSED BY: Internal Affairs Committee

ABSTRACT: As per requirement, the following job description for the 2017-2018 Associated Students of Colorado State University (ASCSU) is provided to the 46th Senate for their consideration and hopeful ratification.

WHEREAS

Article I Section 106 of the ASCSU Constitution states, “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 Judiciary should fulfill the vision and intent of the ASCSU Constitution and Mission statement; so,

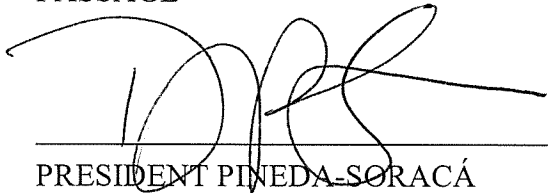
THEREFORE BE IT HEREBY ENACTED

That the Forty-Sixth Senate of ASCSU formally adopts the following job descriptions for the 2017-2018 ASCSU Administration; specifically the Chief Justice’s and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That a copy of this legislation is forwarded to: Dr. Tony Frank, Colorado State University President; Dr. Blanche Hughes, Vice President for Student Affairs; Jodi Donovan, Assistant Vice President for Student Affairs and Dean of Students; Daniela Pineda-Soracá, ASCSU President; Kim Grubbs, ASCSU Adviser; Mike Lensky, ASCSU Vice President; Zachary Vaishampayan, ASCSU Parliamentarian; Jacob Stein, ASCSU Chief Justice; Josh Silva, ASCSU President-Elect; Michael Wells, ASCSU Vice President-Elect; Isabel Brown, ASCSU Speaker of the Senate-Elect;

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PASSAGE


PRESIDENT PINEDA-SORACÁ

04/26/2017
DATE

5/3/17
DATE

TAGS: Job Descriptions; Transition; Administration; Judicial; Supreme Court;

ASCSU Job Description
Associated Students of Colorado State University

Chief Justice

Shall receive compensation of \$7,500 for fall/spring semesters and \$800 for the 2017 summer.

General Eligibility:

Applicants must be full-time members of ASCSU (enrolled in at least 1 credit) each semester in the Fall/Spring at the time of nomination and shall have a minimum cumulative GPA of 2.25 (2.75 preferred) to keep and maintain office. If appointed, the Chief Justice must remain enrolled throughout the regular academic year (spring and fall semester) within the term of office.

Supervision:

The ASCSU Supreme Court Chief Justice will be nominated by the ASCSU President and approved by majority vote of the ASCSU Senate during the preceding academic year for which they will serve. The Chief Justice serves a one-year calendar term beginning on June 1st of the year of their appointment until May 31st one year later. The Chief Justice is eligible for re-nomination subject to the approval of the ASCSU President.

Summer -Job Specific Tasks and Responsibilities:

- Contribute **5 hours per week** during the summer period
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat on **May 22nd**
- Attend SLiCE P-Card training **May 23rd**
- **Highly encouraged:** *Be available to attend the Leadershape Retreat hosted by SLiCE May 15th-20th with Executive and Legislative Branch Leadership*
- Attend regular meetings with the ASCSU President and Speaker, time TBD.
- Collaborate with the Marketing Department to strategize an organizational marketing plan for the academic year (Rams Know their Rights, Conduct education with University Affairs, Elections)
- Collaborate with the Office of Innovation and Technology as well as Legislative leadership to revamp the records website and create a definitive record keeping/distribution processes
- Collaborate with the Campus Engagement Department to contribute planning for ASCSU Retreats, professional development opportunities, and community engagement for all branches
- Build relationships with key CSU Professional Staff members

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a **minimum of 20 hours throughout the workweek, 10 hours per week of which are required inside the ASCSU Office.**
- Attend Cabinet meetings or delegate an associate justice to attend- **Wednesdays during the school year from 5-6 p.m.**
- Attend and chair meetings of the All University Hearing Board

- Attend mandatory trainings throughout the year, and seek professional development opportunities for the judicial branch
- Schedule judicial meetings and other functions of the court
- Preside over all court proceedings and business including but not limited to opinion/review requests, internal complaints, etc.
- Submit an electronic weekly report via Cabinet reports
- Help hire, train, and meet weekly with the Deputy Chief Justice
- Help hire, train, and meet regularly with Associate Justices
- Schedule regular meetings with the ASCSU President and Speaker of the Senate, time & frequency TBD
- Facilitate collaboration among the judicial branch with the legislative and executive branch
- Attend Senate sessions to ratify new members and give updates as needed
- Schedule meetings as needed with the ASCSU Advisor(s)
- Assist in the Elections Manager hiring process
- Meet weekly with the Elections Manager and additionally as necessary
- Assist with the operations of the Election Season as necessary
- Work closely with the Student Resolution Center, Sport Clubs, Student Organizations, Fraternity and Sorority Life, and any other relevant University organizations, departments, or offices
- Collaborate with the Marketing Department to implement the organization's marketing plan for the academic year
- Collaborate with the Office of Innovation and Technology as well as Legislative leadership to implement the records keeping process on a weekly basis
- Collaborate with the Campus Engagement Department to continually plan for ASCSU Retreats, professional development opportunities, and community engagement for all branches
- Sit on a **MINIMUM of 2** committees. Help branch leaders to appoint ASCSU officers to campus committees. Committees may include but are not limited to:
 - Student Resolution Center Advisory Board
 - CSUPD Substance Abuse Ticket Appeals Committee
 - Student Legal Services Advisory Board
 - Student Fee Review Board
 - Any ASCSU internal committee

General Tasks and Responsibilities:

- Work to promote the mission of ASCSU being a Steward of the ASCSU student fee.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU both internally and externally.
- 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 on and off-campus
- Ability to work in a team based environment
- Demonstrate excellent interpersonal skills and possess strong oral and written communication skills
- Ability to work independently, identify resources, and make independent decisions

Ideal Qualifications:

- General knowledge of managerial and conflict resolution skills
- Have experience working and leading in a group setting and present a desire to expand that skill
- Have a reasonable ability to conduct a logical debate and present a clear argument
- Have previous officer or leadership experience
- Be familiar with the ASCSU Constitution, ASCSU Code of Ethics, and Executive Bylaws
- Be familiar with the CSU Student Code of Conduct
- Have previous experience on the ASCSU Supreme Court (*preferred but not required*)

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job Descriptions are subject to change during the hiring process.

Date Revised: April 2017 By: President Pineda Soracá & Chief Justice Stein