

ASCSU Job Description

Associated Students of Colorado State University

Committee Chair

Shall receive compensation of \$550 for fall/spring semesters.

General Eligibility:

All nominees for the Committee Chair 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 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. Committee Chairs must concurrently be a Senator or Associate Senator in ASCSU.

Supervision:

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

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 3 hours throughout the workweek
- Chair weekly Committee Meeting
- General Administrative Duties
- Legislative Aide - assistance in crafting legislation for the Senate

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 two of the mandatory diversity workshops, as required by previous legislation (date TBD).
- 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:

- Current standing as a Senator or Associate Senator within ASCSU.
- 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.