

ASCSU Job Description

Associated Students of Colorado State University

Parliamentarian

Shall receive compensation of \$2,250 for the fall/spring semesters.

General Eligibility:

All applicants for the Parliamentarian 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 Parliamentarian is responsible for facilitating the legislative process. The Parliamentarian will also oversee technology use by Senate during Senate Sessions. It is extremely important that the Parliamentarian is familiar with Robert's Rules of Order. The Parliamentarian will also assist the Speaker pro Tempore in general administrative duties, such as maintaining the website information, placards for sessions, etc.

Supervision:

The Parliamentarian 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 6 hours throughout the workweek outside of Senate sessions, **3 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Review submitted legislation for addition to the agenda for spelling, grammar, coherence, and adherence to senate regulations.
- Ensure that legislation is signed by the ASCSU President and Vice President.
- Distribute signed legislation to the proper parties each week.
- Maintain the bill book.
- Maintain the technology required for the functioning of Senate and be responsible for its usage and execution.
- Responsible for reading bills in Senate.
- Assist the Speaker of the Senate with managing Senate session using parliamentary procedure and maintaining general order.
- Provide legislative aid for all Senators.

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:

- Ability and interest to represent students of Colorado State University.
- Extensive Knowledge of Robert's Rules of Order.
- 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.