

ASCSU Job Description

Associated Students of Colorado State University

Recruitment and Retention Officer

Shall receive compensation of \$3,000 for the fall/spring semesters

General Eligibility:

All nominees for the Membership Officer 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 Senate Recruitment and Retention Officer is responsible for outreach/recruitment as well as connecting with Senators inside the Legislative body. It is important that the Recruitment and Retention officer is familiar with student organizations, College Councils and SDPS offices, as well as the members of the Senate. The Recruitment and Retention officer should be aware of the inner workings of the ASCSU Senate Body and have strong interpersonal skills to recruit, train, and hold accountable all Senators in the Senate. This officer will be working closely with the Speaker pro Tempore to track office hours, committee attendance, and Senate session attendance for Senators and Associates. This officer will also be working closely with the Executive Department of Campus Engagement to attend CSU events and promote the organization of ASCSU. The Recruitment and Retention Officer can concurrently be an ASCSU Senator and maintain voting rights, but does not need to be a voting member of the body to hold this position.

Supervision:

The Recruitment and Retention Officer 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 10 hours throughout the workweek, **5 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.
- Attend Senate Leadership Weekly Meeting (Time TBD).
- Coordinate outreach with student organizations and college councils.
- Maintain student organization contacts for ASCSU in coordination with the Executive Department of Outreach.
- Attend major events for ASCSU, University, FSL and other organizations to extend Senate communications.

- Keep up to date on the ratification process knowing the number of available and held Senate seats, helping potential Senators and transferring information to the Speaker pro Tempore and the Speaker of the Senate.
- General administrative duties regarding maintaining the information for student organizations, college councils, media, and administration with a major focus on contact information.
- Educate Senators about ASCSU branch interconnection, legislative procedures and Senatorial duties.
- Ensure new members sign up for committees and maintain their attendance at those committees and their college councils.
- Track attendance for Senators and Associates at the weekly chamber meeting and ensure completion of weekly office hour requirements.
- Collect personal and contact information for Senators and Associate 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.
- General Knowledge of the ASCSU Senatorial job descriptions.
- Friendly and social demeanor.
- 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.