

ASCSU Job Description

Associated Students of Colorado State University

Senator

General Eligibility:

All applicants for the 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 Senator is responsible for writing legislation concerning the ASCSU student body as well as the Senate Body itself. The Senator will also represent their respective colleges, SDPS offices, or councils in the Senate Body. It is important that the Senator is familiar with parliamentary procedure.

Supervision:

The 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 five (5) hours throughout the workweek, outside of hours spent in Senate sessions. Work as many extra hours need to fulfill job duties.
- Attend all 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 be responsible for 5 office hours:
 - One hour attending the College Council or in respective SDPS office/student council.
 - Two hours shall be devoted to committee meetings, one internal committee and one outside of ASCSU.
 - Two hours shall be devoted to legislation/college council duties and constituent outreach.

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).

- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- 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 and identify resources.