

ASCSU Job Description

Associated Students of Colorado State University

Speaker pro Tempore

Shall receive compensation of \$4,500 for the summer and fall/spring semesters (\$500 for the summer term, \$4,000 for the academic year).

General Eligibility:

All nominees for the Speaker pro Tempore 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 Speaker pro Tempore is responsible for chairing and maintaining Senate if the Speaker of the Senate is absent or not willing. The Speaker pro Tempore will also act as the second highest ranking official of the Senate body and thus, will handle many administrative duties of ASCSU while in office. It is very important that the Speaker pro Tempore is familiar with parliamentary procedure, proper legislative format, leadership skills as well as feel comfortable being the second-in-command of the Senate if ever called to chair a session. The Speaker pro Tempore will be responsible for frequent communication with the Recruitment and Retention Officer to discuss onboarding of new senators and attendance/accountability with current members of the legislative body, and will deliver this information to the Speaker of the Senate on a weekly basis. The Speaker pro Tempore will be unable to vote on legislative matters.

Supervision:

The Speaker pro Tempore is directly accountable to the Students of Colorado State University via the ASCSU Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **7.5 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.
- Chairing Senate sessions when the Speaker of the Senate is not present or willing.
- Attending the weekly Senate Leadership Meeting.
- General Administrative Duties such as creating name placards, updating the Senate roster, and maintaining Senate governing documents.
- Aiding the in the creation and editing of Legislation and conducting frequent legislation workshops for all Senators.
- Providing legislative aide to Senate, with a primary focus on newer members.
- Working with the Recruitment and Retention Officer to ensure that Senators are complying with the responsibilities associated with their role and delivering this information to the Speaker of the Senate.

- Documenting work done each week in a weekly report, which will be sent to the Speaker of the Senate.
- Conduct Senator check-in's to identify difficulties Senators may be having as serving as a resource to deal with such issues.
- Act as the primary facilitator for goal-setting among Senators and help them achieve their goals through contacts, resources, and personal assistance.
- Conduct conflict resolution meetings alongside the Speaker of the Senate and any affected party if an issue in the body may arise throughout the year.
- General administrative duties relating to maintaining Senate information.

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.
- 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 Senate and parliamentary procedures as well as legislative writing.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.

- Possess exceptional oral and written communication skills.
- Ability to work co-dependently with the Speaker of the Senate.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Good organizational and preparatory skills.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.