

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY  
FORTIETH SENATE  
TWENTY-EIGHTH SESSION  
APRIL 27<sup>th</sup>, 2011**



Associated Students  
of Colorado State University  
Lory Student Center, Room 109  
Fort Collins, Colorado 80523-8033  
(970) 491-5931  
FAX: (970) 491-3509

**BILL #4018  
Additional 2011-2012 ASCSU Cabinet Job Descriptions**

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**SPONSORED BY:** Taylor Jackson, Senator, College of Engineering; Becky Ewing, Senator, College of Natural Sciences; Matt Gorenc, Associate Senator, College of Liberal Arts; Nathan Fiedler, Chief of Staff; Victoria Sandora, Assistant Director of RamRide.

**WRITTEN BY:** Eric Berlinberg

**ENDORSED BY:**

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**WHEREAS:** Section 106 of the Associated Students of Colorado State University Constitution requires that "All officials of ASCSU shall be responsible for the duties specified in the job description for their office"; and,

**WHEREAS:** A job description shall be created or changed only by the action of a Bill passed by the Senate and approved by the President.

**THEREFORE BE IT HEREBY ENACTED**

That the attached job descriptions are hereby accepted as Cabinet position job descriptions, and that these descriptions shall be added to current Cabinet job descriptions approved by the ASCSU Senate.

22-0-5 PASSED  
PASSAGE

  
PRESIDENT COOPER ANDERSON

04/27/2011  
DATE

5/4/2011  
DATE





## ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

JOB DESCRIPTIONS: 2011-2012

ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Assistant Director of Finance

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Finance.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 4 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Finance.
3. Work to promote and expand the Finance Department throughout the year.
4. Assist the Controller in tracking ASCSU expenditures in coordination with the SLiCE Office.
5. Assist the Director of Finance with the Student Funding Board (SFB), communicating with student groups regarding SFB, etc.
6. Assist various Student Organizations with navigating grant processes on campus.
7. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Be knowledgeable of CSU Graphic Standards.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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# ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

JOB DESCRIPTIONS: 2011-2012

ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of Marketing - Coordinator

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Marketing.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Marketing and a weekly meeting with the Marketing department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Marketing Department throughout the year.
5. Help the Director of Marketing perform the duties of his/her job in the fulfillment of programs and obligations by the Department of Marketing, as needed.
6. Be knowledgeable of CSU Graphic Standards.
7. As assigned by the Director of Marketing, assist in coordinating marketing efforts for ASCSU.
8. Act as the point person for marketing efforts as needed for various student organizations, SFB funded organizations, etc.
9. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of Academics

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Meet regularly with the Director of Academics and a weekly meeting with Department of Academics at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Academics throughout the year.
5. Assist in the coordination of the TestFile service on behalf of ASCSU in conjunction with the ASCSU Administrative Assistant.
6. Attend Faculty Council meetings regularly.
7. Work with Senate members to address student concerns and university issues through ASCSU legislation regarding academics.
8. Work with the appropriate ASCSU Senate committee to collect student opinion about academic issues.
9. Work with the Administration and Faculty to encourage the use of Electronic Textbooks.
10. Work with Faculty Council and the Bookstore to encourage faculty to submit textbook orders in a timely manner.
11. Work with Faculty Council to educate Faculty members on 'green' practices around printing on campus.
12. Work with the Council of Deans, UTFAB, and Faculty Council to create open printing across campus.
13. Organize, evaluate, and distribute a completed electronic Student Course Survey booklet.
14. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11, 2011.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.
  - ASCSU and Colorado State University are equal opportunity employers.





## ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

JOB DESCRIPTIONS: 2011-2012

ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of Community Development – Outreach Coordinator

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff, and the Director of Community Development

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Community Development and a weekly meeting with the Department of Community Development, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year director's reports.
5. Work to promote and expand the Department of Community Development throughout the year.
6. Coordinate all outreach efforts for ASCSU, in conjunction with various events put on by Cabinet departments.
7. Put on regular events, a minimum of one Outreach event per month, involving the students of CSU in what ASCSU is doing.
8. Solicit feedback and input in current ASCSU business from the student body.
9. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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ERIC BERLINBERG & RACHEL ROBERSON

## ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

JOB DESCRIPTIONS: 2011-2012

**JOB DESCRIPTION:** Deputy Director of RamRide – RamRide Return

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 20 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Help the Director of RamRide perform the duties of his/her job in the coordination of said services.
7. Work as the Director of nightly operations a minimum of three times a month or as needed throughout the fall and spring semester.
8. Coordinate, plan, manage, and supervise the RamRide Return service.
9. Ensure effective communication between Nightly Operations and RamRide Return to ensure coordination between the two services.
10. Work with the Deputy Director of RamRide – Volunteers and Staffing to ensure the RamRide Return service has sufficient volunteers/employees to staff mornings of operations.
11. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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## ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

JOB DESCRIPTIONS: 2011-2012

ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of University Affairs

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of University Affairs.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of University Affairs and a weekly meeting with the Department of University Affairs, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the University Affairs Department throughout the year.
5. Serve on a Faculty Council subcommittee to be assigned by the Director of Academics, in conjunction with the Chief of Staff.
6. Serve on as many boards/committees across campus as reasonably possible to effectively represent students at all levels of the University.
7. Work with College Councils to ensure clear communication between all branches of ASCSU and their College, as well as between College Councils.
8. Assist the Director of University Affairs in carrying out his/her job duties.
9. Coordinate all activities with the Deputy Director of University Affairs – University Committees
10. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY**

ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTIONS: 2011-2012

**JOB DESCRIPTION:** Deputy Director of Student Services- Program Coordinator

**PREREQUISITES:**

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of Student Services.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 25 hours per week).
2. Attend weekly meetings with the Director of Student Services and a weekly meeting with the Department of Student Services at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand Department of Student Services throughout the year.
5. Work with the Director of Student Services and the Deputy Director of Student Services - Programming to carry out programming related student voted platform initiatives. Work with various organizations and departments outside of ASCSU to put on programs and events.
6. Coordinate all programming efforts with the Deputy Director of Student Services - Programming.
7. Assist the Department of Student Services with any programming needed within any of the sub departments, as needed and required by the Director of Student Services. s
8. Put on at least one program a month that creates awareness, education, or advocacy around ASCSU, Colorado State University, or a department within ASCSU.
9. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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