

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

**BILL #4015**  
**2011-2012 ASCSU Cabinet Job Descriptions**

---

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; Matt Strauch, Director of Public Relations; Jack Harries, Senator, College of Liberal Arts

WRITTEN BY: Eric Berlinberg and Rachel Roberson

ENDORSED BY:

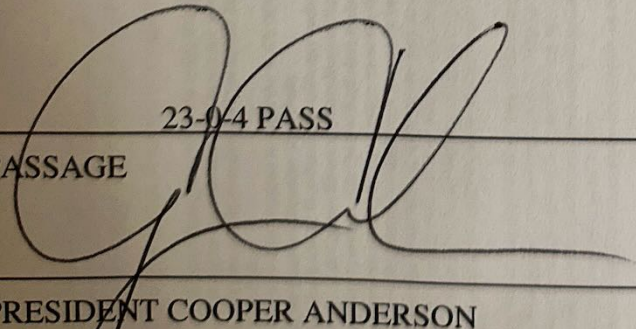
---

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:

23-0-4 PASS  
\_\_\_\_\_  
PASSAGE  
  
\_\_\_\_\_  
PRESIDENT COOPER ANDERSON

04/13/2011  
\_\_\_\_\_  
DATE  
4/14/2011  
\_\_\_\_\_  
DATE

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.

**JOB DESCRIPTION:** Chief of Staff

**PREREQUISITES:**

- Previous experience in ASCSU is strongly desired.
- 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 and the ASCSU Vice President.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 25 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 35 hours per week).
2. Attend weekly meetings with the ASCSU President and the ASCSU Vice President and a weekly meeting with the President's Office, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Act as an account signer for financial document approvals.
5. Assist the ASCSU President and ASCSU Vice-President with any tasks delegated by such.
6. Act as the direct supervisor of all Cabinet Directors/Coordinators/Liaisons per the organizational chart approved by the ASCSU President and Vice President. The Chief of Staff shall make recommendations on hiring and termination of all executive branch members under the reporting authority of the Chief of Staff.
7. Meet weekly with all Cabinet Directors/Coordinators/Liaisons, or on an as needed basis.
8. Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an efficient and timely fashion.
9. Conduct performance evaluations of Cabinet Directors/Coordinators twice per semester.
10. Act as the "first-level" of resolution for conflict and mediation issues except in cases where the ASCSU President must intervene.
11. Submit an electronic copy of your Weekly Directors Report including general report items, important dates, and other details of projects every Monday, and ensure conciseness and clarity in other Cabinet Directors Reports. Keep electronic copies of Weekly Directors Reports for historical storage purposes.
12. Be the primary staff member responsible for staff development and disciplinary action making recommendations to the ASCSU President and Vice President, as necessary.
13. Work with the Deputy Chief of Staff to recruit members to serve on external committees as an ASCSU or student-at-large representative.
14. Attend meetings for the ASCSU President and ASCSU Vice President if both are unable to attend as an ASCSU representative.
15. Serve as a member of one of the Faculty Council Subcommittees, to be assigned in collaboration with the ASCSU Director of Academics.
16. Attend the Council of Deans meetings as the representative of ASCSU, and ensure ASCSU is effectively represented in that forum.
17. Coordinate and plan regular ASCSU Town Hall discussions, to be held at the discretion of the ASCSU President and ASCSU Vice President.
18. Assist the ASCSU Deputy Chief of Staff in carrying out his/her job duties.
19. Other duties as assigned and/or required by the ASCSU President and the ASCSU Vice President.

**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 volunteering 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 President and Vice-President 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. Report to be due at the President's discretion TBD.
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.

**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 and the Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the President's Office, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Work to promote and expand ASCSU throughout the year.
5. Attend meetings for the ASCSU President and ASCSU Vice President as necessary.
6. Assist with grant writing, speech writing, and other documents if necessary.
7. Act as the ASCSU representative for Student Voice Surveys, including the point person for all contractors to ASCSU, College Councils, and all three branches for the surveying of students.
8. Assist in writing, reviewing and editing all correspondence from the ASCSU President's Office to other entities.
9. Accurately track and store all agendas, minutes, and accompanying documents from all ASCSU meetings, and distribute these weekly to the listserve to ensure transparency.
10. Be responsible for tracking all Executive Cabinet Director outreach, Weekly Directors Report submission, Cabinet and Senate attendance, and community service hour tracking for the Executive Branch.
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. 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 volunteering 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.

**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 and the Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 20 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. Attend weekly meetings with the Chief of Staff and a weekly meeting with the President's Office, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Work to promote and expand ASCSU throughout the year.
5. Act as the lead planner of the ASCSU Fall and Spring retreats, as well as any other professional training as required by the President and Vice President.
6. Devise a system for training/mentoring for all new members of ASCSU.
7. Hold training/mentoring sessions with newly appointed Senate and Cabinet members when necessary (when new members are appointed throughout the academic year), and hold training/mentoring sessions with all first year members of ASCSU.
8. Meet with Directors who report to Deputy Chief of Staff.
9. Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an efficient and timely fashion.
10. Submit an electronic copy of your Weekly Directors Report including general report items, important dates, and other project information every Monday, and ensure conciseness and clarity in other Weekly Directors Reports.
11. Assist the Deputy Director of Leadership Development-ProDev in coordinating professional development trainings.
12. Assist the ASCSU President and ASCSU Vice President to carry out their student-voted platform initiatives.
13. 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 volunteering throughout each semester and submit your hours 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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Attend each College Council meeting to the fullest extent possible, and/or be in constant communication with the President and Vice President of each College Council to ensure the working relationship between college councils and ASCSU is strong. Assist College Councils in their needs, bring concerns to ASCSU from them.
9. Work with the Director of Marketing to assist College Councils with publicity and outreach for their events.
10. Work with the ASCSU Chief of Staff and the Executive Assistant to recruit students to serve as representatives on external committees.
11. Attend meetings for the ASCSU President, Vice President and Chief of Staff if they are unable to attend.
12. Serve as a member of one of the Faculty Council subcommittees as assigned by the ASCSU Director of Academics.
13. 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.
14. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
15. 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.



**JOB DESCRIPTION:**

- 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 and the Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 15 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. THIS IS AN ON-CALL POSITION, APPLICANTS MUST BE AVAILABLE 24 HOURS A DAY VIA PHONE.
3. Attend weekly meetings with the President and a weekly meeting with the President's Office, at a time TBD.
4. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
5. Act as the Chief Assistant to the ASCSU President. Duties include meeting with faculty and administrators on student related issues, etc.
6. Act as the chief representative to all media facets.
7. Regularly write professionally formatted and factually accurate press releases about ASCSU business and updates.
8. Ensure the weekly ASCSU guest column in the Collegian is filled, and follow up with past writers.
9. Foster a cohesive relationship between ASCSU, the student body, and the community by communicating with appropriate media outlets.
10. Assisting directors of all ASCSU departments and any member of the ASCSU Senate, and the ASCSU Supreme Court in writing press releases to increase awareness of student-related issues and events.
11. When necessary, and with the ASCSU President's approval, the Director of Public Relations and Special Assistant to the President will have the authority to coordinate and authorize the Executive branch's communications at all levels for the purpose of directing the organization's image.
12. Assisting directors of all ASCSU departments and any member of the ASCSU Senate, and the ASCSU Supreme Court in coordinating individual communication with all proper media outlets.
13. Responsible for using creative outreach methods, such as using social networking tools, to enhance the image of ASCSU.
14. Work with all branches of ASCSU to swiftly respond to all inaccuracies in the media regarding ASCSU and student-related issues.
15. Tracking all stories in the media that involve ASCSU and archiving those stories for future reference.
16. Act as the authority to coordinate and authorize the Executive branch's communication at all levels for the purpose of directing the organization's image.
17. Meet on a rotating basis with each Cabinet Director to discuss newsworthy areas on their departments.
18. Stay educated on all ASCSU business across all three branches.
19. Responsible for coordinating all recruitment efforts with the Executive Assistant to the President's Office.
20. Responsible for coordinating recruitment efforts during Ram Welcome with the Executive Assistant to the President's Office and the Director of Marketing.
21. Responsible for creating and maintaining a database of all open positions within ASCSU and posting all available positions on campus-wide job posting databases and all ASCSU marketing outlets.
22. Work to promote and expand ASCSU throughout the year.
23. 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 volunteering 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.



**JOB DESCRIPTION:**

- 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.



ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Director of Finance

**PREREQUISITES:**

- Previous experience in ASCSU is preferred.
- 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.

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

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 17 hours throughout the work week. 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 Chief of Staff.
3. Attend the weekly ASCSU senate internal affairs committee once a month and advise the committee on departmental activities
4. Meet weekly with ASCSU President and Vice President
5. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
6. Work to promote and expand the Finance department throughout the year.
7. Work with the University Affairs Department to create and publish a "Student Fee Accountability Report" as described by the ASCSU President.
8. Submit SFB balance reports weekly to Chief of Staff and hold a department twice a month meeting with the ASCSU Controller.
9. Chair the Student Funding Board and ensure that Section Eight ASCSU Constitutional requirements are met.
10. Advise student organizations through orientations and workshops concerning the ASCSU funding process and requirements. Ensure that funding guidelines are followed by ASCSU funded organizations, in coordination with the SLICE Office.
11. Maintain an effective work relationship with the SLICE Accountants.
12. Assist student organizations in finding co-sponsorships and alternative funding methods. Help student organizations through other grant processes on campus.
13. Oversee and train the Student Funding Board liaisons to student organizations. Make sure that liaisons are well-versed in matters of viewpoint neutrality and that they have made contact with the student organizations.
14. Work with the ASCSU President & Vice-President to identify key areas necessary for addressing concerns of funding for student organizations and the fiscal resources available to them.
15. Lead efforts towards advancement and development through fundraising, promotions, and alumni initiatives.
16. Transfer funds from ASCSU Senate General to student organizations as directed by Funding Board and/or the ASCSU Senate.
17. Prepare with the ASCSU President, Vice-President, and Controller, the budget for ASCSU.
18. Work with the ASCSU President-Elect and Vice President-Elect to prepare the ASCSU budget proposal for Student Fee Review Board (SFRB), Student Funding Board (SFB), and the ASCSU Senate.
19. Ensure that appropriate funding reviews and subsequent revisions take place among the ASCSU funded organizations.
20. Oversee the Student Organizations Resource Room account and budget.
21. 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 volunteering 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.

ASCSU and Colorado State University are equal opportunity employers.



ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Director of Marketing

**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.

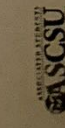
**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President, and the Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 17 hours throughout the work week. 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 Chief of Staff 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. Coordinate, direct and offer assistance to the ASCSU Deputy Directors of Marketing and Assistant Directors of Marketing in order to properly market and promote the activities and programs of all ASCSU functions.
6. Work directly with the ASCSU President, Vice President, Chief of Staff, and other Department Directors as necessary to market ASCSU to incoming students at Preview, Showcase Colorado State, Ram Welcome and Next Step, etc.
7. Ensure timely posting of events on Today@CSU, as well as other internal marketing mechanisms.
8. Work during the summer to produce a promotional packet to be distributed in residence halls to students and Resident Assistants at the beginning of the Fall and Spring semesters.
9. Develop and improve upon the ASCSU brochure, ASCSU Web site, display board and a twice a month publication (to inform on internal or external issues, programs, legislation, etc.) with the assistance of the Chief of Staff.
10. Coordinate with Orientation+Transition Prgrms/Admissions to bring prospective students through the ASCSU complex.
11. Oversee, produce, and delegate tasks to Deputy, Associate and Assistant Directors in regards to ASCSU advertising including the ASCSU insert in the Rocky Mountain Collegian and all marketing publications for ASCSU events and projects.
12. Work as a liaison with Transfort marketing.
13. Be knowledgeable of CSU Graphic Standards.
14. Coordinate and assist in the implementation of ASCSU Days on the Plaza as directed by the President.
15. Market all open ASCSU positions by utilizing such resources as the ASCSU Marquee, Student FYI, the ASCSU Website, etc. as requested by Department Directors, the Supreme Court Chief Justice, Vice President, and other ASCSU members.
16. Coordinate the "Club Clips" program.
17. Coordinate the ASCSU senior class gift.
18. 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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Controller

**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 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 12 hours per week).
2. Attend weekly meetings with the Director of Finance.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Work to promote and expand the Finance Department throughout the year.
5. Work with the Director of Finance and the Department of University Affairs to create and publish a "Student Fee Accountability Report" to be distributed to campus.
6. Submit ASCSU balance reports weekly to the President.
7. Serve as controller of ASCSU funds of the executive, legislative, and judicial branch. Keep true and accurate records of the three branches as well as any additional ASCSU-related fees. Reconcile these accounts with the Student Organizations Office (SLICE) at least once a month.
8. Prepare and maintain individual departmental budgets reviewing them monthly to ensure frugal spending. Meet with directors of each department monthly to assist in their budgeting process and keep them abreast of their spending.
9. Work with the ASCSU President, Vice President, and the Director of Finance to prepare for the annual budget process.
10. Work with the ASCSU President-Elect and Vice President-Elect to prepare the ASCSU budget proposal for the Student Fee Review Board (SFRB) and the ASCSU Senate.
11. Assist ASCSU staff members with purchasing duties of office equip and supplies.
12. Administer the ASCSU executive payroll.
13. Handle all financial document requests (IMO's, AFE's, Journal Entries, PO's, Procurement Card (P-Card)), account reconciliation, and bookkeeping needs.
14. Maintain an effective working relationship with the Student Organizations Office (SLICE).
15. 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 volunteering 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.



**ERIC BERLINBERG & RACHEL ROBERSON**  
ASCSU and Colorado State University are equal opportunity employers.

**ERIC BERLINBERG & RACHEL ROBERSON**  
ASCSU and Colorado State University are equal opportunity employers.

**JOB DESCRIPTION:** Deputy Director of Marketing – Webmaster/Coordinator  
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.

**JOB DESCRIPTION:** Deputy Director of Marketing – Graphic Design/ Coordinator  
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.

**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 work week. 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. Maintain and improve the overall functionality and aesthetic of the ASCSU Website working in collaboration with the Lory Student Center Webmaster.
8. Knowledgeable in design and publication software.
9. Keep the ASCSU website updated weekly, or as needed, on ASCSU internal or external issues, programs, legislation, and volunteer opportunities.
10. Work with the ASCSU Elections Manager to ensure timely updating of Election related material on the ASCSU website.
11. Meet weekly with the ASCSU Chief of Staff and the ASCSU Speaker Pro Tempore to ensure that the ASCSU Website is continually updated, with the submitting of Director Reports, Senate Agenda, meeting minutes, Senate legislation, other updated documents, as well as other concerns that need to be addressed.
12. Other duties as assigned and/or required.

1. Contribute a minimum of 10 hours throughout the work week. 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. Maintain and improve the overall functionality and aesthetic of the ASCSU Website working in collaboration with the Lory Student Center Webmaster.
8. Knowledgeable in design and publication software.
9. Keep the ASCSU website updated weekly, or as needed, on ASCSU internal or external issues, programs, legislation, and volunteer opportunities.
10. Work with the ASCSU Elections Manager to ensure timely updating of Election related material on the ASCSU website.
11. Meet weekly with the ASCSU Chief of Staff and the ASCSU Speaker Pro Tempore to ensure that the ASCSU Website is continually updated, with the submitting of Director Reports, Senate Agenda, meeting minutes, Senate legislation, other updated documents, as well as other concerns that need to be addressed.
12. 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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTION: Assistant Director of Marketing

**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 4 hours throughout the work week. 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 Marketing and a weekly meeting with the Marketing department, at a time TBD.
3. Work to promote and expand the Marketing Department throughout the year.
4. 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.

ASCSU and Colorado State University are equal opportunity employers.



ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTION: 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 15 hours throughout the work week. 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 Deputy Chief of Staff 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. Act as the ASCSU liaison to Faculty Council.
6. Coordinate the TestFile service on behalf of ASCSU in conjunction with the ASCSU Administrative Assistant.
7. Appoint students to fill seats on Faculty Council subcommittees in collaboration with the ASCSU President's Office.
8. Work the ASCSU Chief of Staff and the University Affairs Department to revamp the Student Course Survey system.
9. Coordinate the purchase of Blue Books for distribution for free to students. Work with the Department of Marketing to ensure advertisement sales are generated to fund the project.
10. Develop a working relationship with the Chair of Faculty Council, the Provost and EVP, TILT, and the Vice-Provosts to collaborate on academic and curricular issues.
11. Work with Senate members to address student concerns and university issues through ASCSU legislation regarding academics.
12. Keep the ASCSU Senate and the President's Office informed about proposals at Faculty Council and in the Administration that could impact students.
13. Work with the appropriate ASCSU Senate committee to collect student opinion about academic issues.
14. Work with the Administration and Faculty to encourage the use of Electronic Textbooks.
15. Work with Faculty Council and the Bookstore to encourage faculty to submit textbook orders in a timely manner.
16. Work with Faculty Council to educate Faculty members on 'green' practices around printing on campus.
17. Work with the Council of Deans, UTFAB, and Faculty Council to create open printing across campus.
18. Organize, evaluate, and distribute a completed electronic Student Course Survey booklet.
19. 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 volunteering 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.





ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Director of Governmental 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.

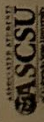
**ACCOUNTABLE TO:** The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 22 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. Attend weekly meetings with the Chief of Staff and a weekly meeting with the department, 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 Governmental Affairs throughout the year.
5. In conjunction with the ASCSU President, hire and work with a legislative liaison and Colorado State University-Pueblo, and coordinate lobbying efforts at the state capitol.
6. Travel throughout the state as needed. This includes but is not limited to regular travel to the State Capitol in Denver.
7. Manage time efficiently to be able to handle absences from academic pursuits and maintain at least the minimum GPA.
8. Track Legislative Statehouse Bills on a daily basis.
9. Assist the senate committee chairs to ensure that the campus is notified of legislative matters pertaining to them on the local level.
10. Be available to work longer hours prior to any local, state, or national election.
11. Attend the weekly Senate External Affairs committee.
12. Work with the ASCSU Senate External Affairs committee to ensure that the campus is notified of legislative matters pertaining to them.
13. Work with members of Senate to address student concerns and university issues through legislation.
14. Work with the ASCSU Director of Marketing and ASCSU Chief of Staff to ensure that students are informed about issues pertaining to Higher Education at the local, state, and national level.
15. Organize and recruit responsible and professional students from the student body at large to assist in lobbying efforts at the capitol if necessary.
16. Develop an understanding of Colorado State University's legislative effort in order to educate the students on their happenings.
17. Develop a working relationship with the Colorado State University's lobbyist, State Legislators and the Colorado Congressional delegation.
18. Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
19. 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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Assistant 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 4 hours throughout the work week. 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 Academics and a weekly meeting with the Marketing department, at a time TBD.
3. Work to promote and expand the Academics Department throughout the year.
4. 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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.

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.

JOB DESCRIPTION: Deputy Director of Governmental Affairs- Community 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 and the Deputy Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, 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 directors reports
5. Work to promote and expand the Department of Governmental Affairs throughout the year.
6. Act as student representative to the Fort Collins City Council, attending their weekly meetings.
7. Each academic semester, meet with every city council member, mayor, and the city manager to build city relations between the Colorado State University community and the Fort Collins community.
8. Coordinate all organizational interaction with local politics in the City of Fort Collins and the County of Larimer County.
9. Lobby on behalf of students to change, amend or eliminate city ordinances that are disadvantageous to students.
10. Hold community relations efforts (i.e. working with the Neighborhood Services Office, City Council, Community Liaison Coordinator; staging community forums, etc.)
11. Assist the Director of Off Campus Life in planning the Neighborhood Welcome.
12. Work to forge an alliance with Fort Collins landlords and property managers and housing associations to better relationships between students and their neighbors.
13. 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 volunteering 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**

ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTIONS: 2011-2012

**JOB DESCRIPTION:** Deputy Director of Governmental Affairs - Legislative 1

**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 Governmental Affairs.

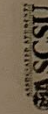
**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, 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 directors reports
5. Work to promote and expand the Department of Governmental Affairs throughout the year.
6. Work with the Department of Governmental Affairs and the Department of Marketing to create awareness within the student body regarding the current state of Colorado Higher Education.
7. Meet with various student organizations, informing them of current states of Higher Education, tuition, fees, legislation, etc to keep students informed of any changes that directly affect them.
8. 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 volunteering 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**

ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTIONS: 2011-2012

**JOB DESCRIPTION:** Deputy Director of Governmental Affairs - Legislative 2 (Spring Only)

**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 Governmental Affairs.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, 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 directors reports
5. Work to promote and expand the Department of Governmental Affairs throughout the year.
6. Work with the Department of Governmental Affairs and the Department of Marketing to create awareness within the student body regarding the current state of Colorado Higher Education.
7. Meet with various student organizations, informing them of current states of Higher Education, tuition, fees, legislation, etc to keep students informed of any changes that directly affect them.
8. 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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Director of Community Development

**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.

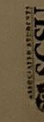
**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 17 hours throughout the work week. 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 Department of Community Development and a weekly meeting with the department at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLACE Office.
4. Work to promote and expand the Department of Community Development throughout the year.
5. Facilitate the Ram Leadership Team.
6. Work to promote Greek Life philanthropy events, representation of Greek Life students, etc.
7. Coordinate all Community Service events for ASCSU, including but not limited to CSUnity, CSU Serves, Neighborhood Welcome, RamRide volunteer promotion, etc.
8. 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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Assistant Director of Governmental 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 and the Director of Governmental Affairs

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 4 hours throughout the work week. 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 Governmental Affairs and a weekly meeting with the Governmental Affairs department, at a time TBD.
3. Work to promote and expand the Governmental Affairs Department throughout the year.
4. Other duties as assigned and/or required by the ASCSU President, ASCSU Vice President and the Chief of Staff.

**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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.



**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 work week. 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 Governmental Affairs and a weekly meeting with the department, 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 Affairs throughout the year.
6. Coordinate the facilitation, membership and operation of the Ram Leadership Team.
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. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.

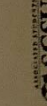
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are 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.



**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 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of Community Development and a weekly meeting with the department, 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 Affairs throughout the year.
6. Coordinate the facilitation, membership and operation of the Ram Leadership Team.
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. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.

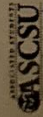
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are 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 ROBBERSON

JOB DESCRIPTION: Deputy Director of Community Development - Greek Life 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 Community Development

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of Community Development and a weekly meeting with the department, 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 directors reports
5. Work to promote and expand the Department of Community Development throughout the year.
6. Work to build a lasting relationship between ASCSU and the Greek Life Office, IFC, NPHC, MGC.
7. Work to promote Greek Life events with ASCSU's Marketing Department.
8. Work with the Deputy Director of Student Services - Programming to effectively include Greek Life students in all ASCSU programming and events.
9. Work to bridge the gap between Greek Life Organizations and ASCSU's Finance Department to assist with grant processes on campus.
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 volunteering 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 ROBBERSON

JOB DESCRIPTION: Assistant Director of Community Development

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 Community Development

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 4 hours throughout the work week. 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 Community Development and a weekly meeting with the Community Development department, at a time TBD.
3. Work to promote and expand the Community Development Department throughout the year.
4. 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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.

**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 8 hours throughout the work week. 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 department meetings with the Director of Student Services and weekly meetings with the Department of Student Services
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. Help the Director of Student Services perform the duties of his/her job in the coordination of any student event (i.e., For-Ever-Green, Ram Road Trips, Grill the Buffs, Athletic event promotions, etc.).
6. Execute the Student Coach Mixer in coordination with Athletics during the Spring semester.
7. Work to build a relationship between ASCSU and Athletics through active representation and advocacy.
8. Work with the Director of Marketing to market Athletics events to the student body, and assist in trying to increase turnout to home games for all sports.
9. Assist the Director of Student Services in any way to allow the Department of Student Services to achieve its goals.
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 volunteering 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.

**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 20 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff 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 the Department of Student Services throughout the year.
5. Oversee Ram Road Trips.
6. Participate in the Homecoming Steering Committee.
7. Create and chair the Forever Green Committee.
8. Coordinate Grill the Buffs.
9. Coordinate the formation of the Traditions Council.
10. Coordinate the effective representation of Athletics Students in ASCSU.
11. Work with the Director of Marketing to market programming events.
12. Coordinate and assist organizations and departments outside of ASCSU in putting on programs on campus, including but not limited to concerts, speakers, events, festivals, fairs, etc.
13. Facilitate and coordinate a committee of at least 4 Ram Leaders, 2 Cabinet members, and 2 Senators to plan I-Ball.
14. Execute programs, or co-programs with other bodies at the University, to enhance the CSU student experience.
15. 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 volunteering 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 DESCRIPTION: Deputy Director of Student Services - Programing**

ERIC BERLINBERG & RACHEL ROBERSON  
 JOB DESCRIPTION: Deputy Director of Student Services - Programing

ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY  
 JOB DESCRIPTIONS: 2011-2012

**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 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly department meetings with the Department of Student Services.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Work to promote and expand the Student Services Department throughout the year.
5. Work with advocacy offices, cultural centers, resource offices, and other campus entities to improve communication and knowledge of interpersonal violence, how to support survivors, what each office does, and how to work to build a survivor supportive community in conjunction with SDPS Liaisons.
6. Assist offices on campus in pursuits of addressing interpersonal violence.
7. Work towards increasing resources for offices that address interpersonal violence on campus.
8. 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 volunteering 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 DESCRIPTION: Deputy Director of Student Services - Programing**

ERIC BERLINBERG & RACHEL ROBERSON  
 JOB DESCRIPTION: Deputy Director of Student Services - Programing

ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY  
 JOB DESCRIPTIONS: 2011-2012

**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 work week. 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 Chief of Staff 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. Put on at least one program a month that creates awareness, education, or advocacy around ASCSU, Colorado State University, or a department within ASCSU.
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. Complete a minimum of 8 hours of community service volunteering 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.





ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Assistant Director of Student Services

**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

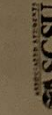
**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 4 hours throughout the work week. 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 Student Services and a weekly meeting with the Student Services Department, at a time TBD.
3. Work to promote and expand the Student Services Department throughout the year.
4. 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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.



ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of Student Services - Traditions Council

**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.

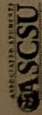
**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of Student Services and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SJACE Office.
4. Work to promote and expand the Department of Student Services throughout the year.
5. Help the Director of Student Services perform the duties of his/her job in the coordination of any student event (i.e., For-Ever-Green, Ram Road Trips, Grill the Buffs, Athletic event promotions, etc.).
6. Work with the Deputy Director of Student Services - Athletics Affairs, Orientation and Transition Programs, Housing and Dining, and Campus Recreation to create a 'Traditions Council' to work towards educating incoming freshmen on traditions within Colorado State.
7. Work with the Knights of the Green and Gold, as well as any other traditions-centered student organizations on campus to effectively execute these traditions throughout the year.
8. 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 volunteering 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.



**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 15 hours throughout the work week. 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 Deputy Chief of Staff and a weekly meeting with the Department of Diversity, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLJCE Office.
4. Work to promote and expand the Department of Diversity throughout the year.
5. Work with SLJCE in assisting the development and operations of RamLink.
6. Hold weekly department meetings with departmental liaisons and make sure they are adhering to their job descriptions; collect which student org events they go to and put into your Director's report.
7. Work with ASCSU Vice President to maintain relationships with cultural centers and resource offices on campus, attend monthly meetings at these offices with their staff.
8. Coordinate and facilitate communication and events through the cultural centers and ASCSU at Cabinet, Senate, and other key committees and meetings.
9. Sit on planning committees for retreats awareness days and celebrations.
10. Serve on at least one committee or assist in the coordination of an event or program with each of the advocacy offices a minimum of one time each academic year.
11. Oversee the Co-Chairing of the Diversity Advocate Council (DAC).
12. Work to provide diversity training, as well as social justice training to branches of ASCSU.
13. Work with Senate members to address student concerns and university issues through legislation.
14. Work on student initiatives and increasing student voices from minority populations within ASCSU and at CSU.
15. Actively seek non-traditional students, international students, and diverse students to aid in their programming as well as seek their involvement in ASCSU.
16. 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 volunteering 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. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.



**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 Diversity

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 4 hours throughout the work week. 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 Diversity and a weekly meeting with the Diversity Department, at a time TBD.
  3. Work to promote and expand the Diversity Department throughout the year.
  4. 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. 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.
  6. 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.
  7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
  8. 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.
  9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
  10. 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.



**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 and the Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 23 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week, excluding nightly operations).
2. Attend weekly meetings with the Chief of Staff 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 RamRide Department throughout the year.
5. Serve as a liaison for all alcohol related committees on campus or within the Fort Collins community.
6. Continue designing development and implementation of a strategic plan to obtain funding (grants), food donors, volunteers, preparing risk, etc. which will begin during the summer.
7. Actively seek greater sponsorship avenues.
8. Work over the summer to organize and set up all contracts and secure food donors for the year.
9. Work with the Director of Marketing and the ASCSU President's Office to solicit interest for involvement during summer preview sessions and Ram Welcome.
10. Work with the ASCSU Director of Marketing to expand RamRide's image, and raise awareness of the program and it's services.
11. Oversee the coordination of the Positive Impact service in order to staff and enhance University programming at "HOME" football games, as serve as the Director in Charge (DIC) as needed.
12. Create a sustainable operation plan for the new RamRide Return service, and ensure efficient operation.
13. Ensure that the operations office is ready for nightly operations including paper work, food and beverages, volunteer registration, group registration, and ensure that all other supplies are working and accounted for.
14. Responsible for training all RamRide Staff.
15. Provide CSU students and non-CSU students with information about the operations of RamRide and its volunteering opportunities as required.
16. Schedule twice a month meetings with the Controller to establish and maintain an effective and manageable budget for the Department of RamRide.
17. Responsible for the training of the executive, legislative and judicial branches on RamRide volunteer sign-ups.
18. Build and continue relationships with various University departments such as, but not including, Parking Services, CSUPD, Lory Student Center, Telecommunications, IT, etc.
19. Work as the Director in Charge (DIC) of nightly operations a minimum of three times a month or as needed throughout the fall and spring semesters.
20. Actively work with ASCSU Director of Marketing, and Assistant Director of Volunteers to recruit utilizing key leadership entities. (SDPS Offices, Residence Hall Association, Greek Life, SLICE Office, etc.)
21. 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 volunteering 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.



**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 10 hours throughout the work week. 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 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 (assisting with brochure, Director's report, recruiting volunteers, etc.).
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. Assist with the training of the executive, legislative and judicial branches on RamRide volunteering sign-ups.
9. Organize all vehicles and keys as required by the Director of RamRide.
10. Communicate with CSU's Transportation Services Motorpool department regarding vehicle agreements, weekly car checking/charges/return, and key pickup/return.
11. Maintain phones and GPS as deemed necessary by the Director of RamRide.
12. Maintain all RamRide property, including but not limited to GPS units, cellular devices, car clipboards, operations office computers, etc.
13. 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 volunteering 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.

**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 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 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. Coordinate marketing for the RamRide program in conjunction with the Department of Marketing.
7. Ensure students at CSU are aware of the RamRide service, how to utilize it, and how to volunteer.
8. Assist the Deputy Director of RamRide – Volunteers and Staffing in marketing for program volunteers.
9. Work with the Sustainability/Health Coordinator to market safety to students on campus.
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 volunteering 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.



ERIC BERLBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Deputy Director of RamRide – Sponsorships and Donations/Endowment

**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.

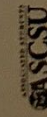
**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 10 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 16 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. Solicit local businesses for food and beverage donations for volunteers for at least 90% of nightly operations throughout the year.
7. Solicit companies for sponsorships, including but not limited to energy drink companies, car companies, etc.
8. Attempt to solicit donations of other items as deemed necessary by the Director of RamRide.
9. Work with the Office of Presidential Gifts and the Advancement/Development Office for CSU to solicit large-scale donations to the RamRide program endowment fund.
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 volunteering 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.



ERIC BERLBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Deputy Director of RamRide – Risk, Management + Loss Prevention

**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 10 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 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. Coordinate all paperwork activities for the Department of RamRide.
7. Regularly audit paperwork processes and policies to ensure policies are being followed.
8. Organize and file all records and paperwork as deemed necessary by the Director of RamRide.
9. Maintain and update volunteer database and record all volunteer information to ensure proper insurance, University, and departmental procedures are being followed.
10. Work with the Director of RamRide and the RamRide Department to minimize any loss to departmental property.
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 volunteering 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

JOB DESCRIPTIONS: 2011-2012

ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of RamRide – Volunteers and Staffing

**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.
- 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 8 hours throughout the work week (work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide.
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 (assisting with brochure, Director's report, recruiting volunteers, etc.)
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. Assist with the training of the executive, legislative and judicial branches on RamRide volunteering sign-ups.
9. Work with the ASCSU Controller to transfer funds to various registered student organizations for groups that have volunteered during a night of operations as per RamRide policies.
10. Keep detailed physical and electronic records of individual sign ups, group sign ups, back-up sign up sheets, and sign up marketing procedures as deemed necessary by the Director of RamRide.
11. Communicate with interested students regarding how to sign up to volunteer, volunteer procedures, payment procedures, group sign up agreements, and any other process dictated by the Director of Operations.
12. Send confirmation emails and ensure sufficient volunteers for each RamRide operating evening.
13. Actively work with ASCSU Director of Marketing to recruit within registered student organizations for volunteers and staff positions.
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.
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 volunteering 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 RamRide – Expansion/Gala

**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 6 hours throughout the work week (work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 8 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. Work with the Director of RamRide to expand the RamRide program to ensure long-term sustainability.
7. Work with the Director of RamRide to solicit bids for an electronic dispatch system.
8. Formulate a plan to create a yearly RamRide Gala event, involving local businesses, the University, Police Agencies in Northern Colorado, Nonprofits in Fort Collins, Alumni and former staff/student volunteers to solicit long-term funding for the program.
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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Assistant Director of RamRide

**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.

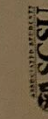
**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 4 hours throughout the work week. 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 RamRide and a weekly meeting with the RamRide Department, at a time TBD.
3. Act as an Assistant to the Director in Charge for at minimum three nights of operation each month, or as assigned by the Director of RamRide.
4. Work to promote and expand the RamRide Department throughout the year.
5. 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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.



ERIC BERLINBERG & RACHEL ROBERSON

**JOB DESCRIPTION:** Deputy Director of RamRide – Positive Impact

**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. This position acts as the Positive Impact Coordinator for Fall semester, and as a RamRide Deputy Director for Spring Semester.
2. Contribute a minimum of 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
3. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.

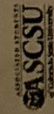
4. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLICE Office.
5. Work to promote and expand the Department of RamRide throughout the year.
6. Help the Director of RamRide to write an end-of-semester and end-of-year report.

7. Coordinate the Positive Impact service in order to staff and enhance University programming at home football games, as serve as the Director in Charge (DIC).
8. Assist in the branding of Positive Impact as RamRide to increase student visibility and recognizable image.
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 volunteering 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

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY**

JOB DESCRIPTIONS: 2011-2012

ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: 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 and the Deputy Chief of Staff

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 14 hours throughout the work week. 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 Deputy Chief of Staff 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. Coordinate the design and creation of a 'Student Fee Accountability Report' to be sent out to all students.
6. Coordinate the selection and placement of representatives to sit on various committees across the University that require student representation, both from ASCSU as well as at-large.
7. Work with the ASCSU Vice President and the Speaker Pro Tempore to increase retention of Senators.
8. Formulate a committee with the ASCSU Vice President and Presidents of each College Council to look at Senator retention, recruitment and accountability.
9. Work with the CSU President's Office to market and ensure students are knowledgeable about tuition and student fee changes anticipated for the next fiscal year.
10. Work with the Student Fee Review Board to assist with writing the Long Bill and educating students on what the effects of the Long Bill are on the student fee package.
11. Serve on a Faculty Council subcommittee to be assigned by the Director of Academics, in conjunction with the Chief of Staff.
12. Act as the chief representative of students to the University by serving on committees, task forces, boards, search committees, and other organized input processes as necessary.
13. 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 volunteering 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.

ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Deputy Director of University Affairs – University Committees  
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 work week. 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. 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 volunteering 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.



**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 4 hours throughout the work week. 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 University Affairs and a weekly meeting with the University Affairs Department, at a time TBD.
3. Assist the Director of University Affairs in carrying out his/her job duties.
4. Work to promote and expand the University Affairs Department throughout the year.
5. 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. 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.
6. 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.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. 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.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. 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.

**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. Graduate Student is preferred for this position.
2. Contribute a minimum of 8 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
3. Attend weekly meetings with the Director of University Affairs and a weekly meeting with the Department of University Affairs, at a time TBD.
4. Be ASCSU Procurement Card (p-Card) trained through the SLICE Office.
5. Work to promote and expand the University Affairs Department throughout the year.
6. Be in constant communication with the Graduate Student Council regarding activities of ASCSU, and vice versa.
7. Ensure Graduate Students are effectively represented at all levels of ASCSU, in all three branches.
8. Work to fill all Graduate Student spots on committees across the University in conjunction with the Director of University Affairs.
9. Assist the Graduate Student Council to recruit members to serve on multiple committees across campus, including Faculty Council Subcommittees.
10. Work in conjunction with the Graduate Student Council, the Vice-Provost for Graduate Affairs and the Director of the CSU Health Network toward finding affordable health insurance options for Graduate Students.
11. Work with the Graduate Student Council and Housing/Dining Services to lobby for Graduate Students to be able to obtain the faculty/staff meal plan rate in CSU dining halls.
12. 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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Elections Manager

**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.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 6-12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 8 hours per week).
2. Attend weekly meetings with the ASCSU President.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Propose any necessary changes to the ASCSU Referenda and Elections Code in the form of a bill presented to the Senate at least 7 weeks prior to Spring Break.
5. Assist in the selection of the Elections Committee.
6. Train the Elections Committee.
7. Hold orientation sessions for potential Senator candidates, as well as for potential Presidential/Vice Presidential candidates, for the purpose of familiarizing them with the elections process and the ASCSU Referenda and Elections Code.

8. Chair meetings of the Elections Committee.

9. Work with candidates in the ASCSU elections to ensure compliance with all rules and regulations.

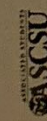
10. Propose changes to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate after the conclusion of ASCSU elections.

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 volunteering 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.



ERIC BERLINBERG & RACHEL ROBERSON  
JOB DESCRIPTION: Sustainability + Health 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 Deputy Chief of Staff.

**POSITION-SPECIFIC JOB DUTIES:**

1. Contribute a minimum of 12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Chief of Staff.
3. Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
4. Work to promote and expand the Department of Sustainability and Health throughout the year.
5. Work with the Campus Bicycle Advisory Committee, Sustainability, Energy + Environmental Advisory Committee, RamCycle RA Program, and the Rocky Mountain Sustainable Living Fair.
6. Coordinate all sustainability and 'green' efforts for ASCSU.
7. Work with various sustainability committees across campus to ensure sustainable practices are being upheld to University standards.
8. Work with the CSU Health Network to market health-related information and advocacy to students
9. Assist the Deputy Director of RamRide - Marketing and Education to increase awareness of responsible drinking.
10. Work to market alternative forms of transportation to students.
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 volunteering 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.