

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
51st SENATE
SESSION 2**

DATE 8/28/2021

**BILL #5105
Revision to the 2021-2022 Executive Job Descriptions**

SPONSORED BY:

WRITTEN BY: Merry Gebretsadik, ASCSU Vice-President; Christian Dykson, ASCSU President;

COLLABORATED WITH: Taylor Millson, ASCSU Deputy Chief of Staff

ENDORSED BY:

ABSTRACT: This bill seeks to revise the 2021-2022 ASCSU Executive Job Descriptions to introduce two new positions: 1) Deputy Director of Diversity and Inclusion (on page 40), and 2) Consultant to the Office of the President (on page 16).

WHEREAS

The ASCSU Constitution states, in Section 104 Subsection D, that “Job descriptions shall be created or changed only by the action of a bill passed by the Senate” so;

WHEREAS

Although encouraged, it is not required that the President and Vice-President obtain endorsements for legislation, so long as there is collaboration with one of the Chiefs of Staff, as outlined in ASCSU Constitution, Article III, Section 302, line B, subsection I; and,

THEREFORE BE IT HEREBY ENACTED

That the Fifty-First Senate of ASCSU approve the revision to the 2021-2022 Executive Job Descriptions, so that the Deputy Director of Diversity and Inclusion and the Consultant to Office of the President can become official ASCSU positions; and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be forwarded to Jessica Dyrdaahl, ASCSU Advisor; Keith Lippwe, SLiCE Accountant; Uriel Diaz, ASCSU Accountant; Jess Sholtz, ASCSU Advisor; Karthik Palusa, CSU Student; Joslyn Orji, CSU Student; Lizzy Osterhoudt, Budgetary Affairs Chair; Dr. Kathy Sisneros, Assistant Vice President for Student Affairs;

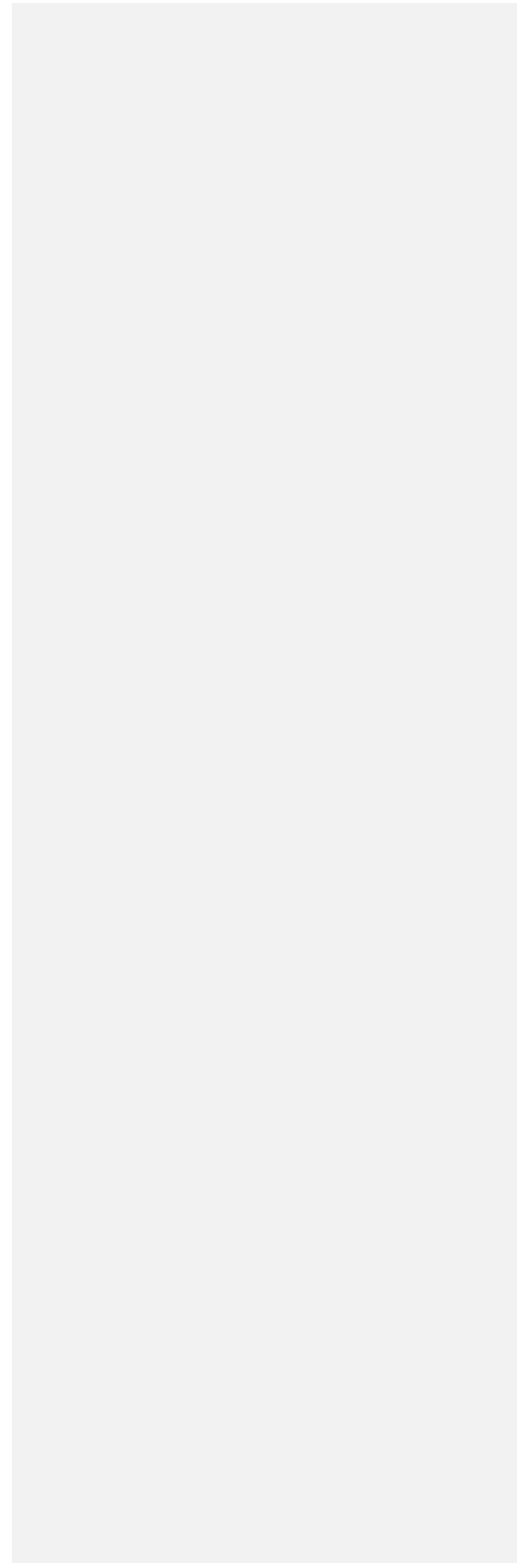
ASCSU Job Description
Associated Students of Colorado State University

PASSAGE

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PRESIDENT

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ASCSU Job Description
Associated Students of Colorado State University

2020-2021 ASCSU Executive Job Descriptions

President

Shall receive compensation of \$10,000 for the 2021-2022 Academic year and \$2,600 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All candidates for the position of President shall be students enrolled in at least twelve (12) on-campus credits at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU President is responsible for leading the Colorado State University Student Government and representing the students of CSU to all relevant parties. They must maintain the order of the ASCSU Executive office with the assistance of the Office of the President. It is important that the President is familiar with managerial skills and work on ensuring positive and professional office culture. The ASCSU President shall be held accountable for ensuring that the materials and correspondence of the Executive Branch are accessible to all members of the community, namely for constituents in need of physical and digital accommodations (accommodations include, but are not limited to, navigation panes on ASCSU documents, closed captioning on video material, image descriptions on static media content, and screen-reader capabilities on ASCSU webpages, etc).

Supervision:

The ASCSU President is directly accountable to the Students of Colorado State University via the General Election and the oversight of the rest of ASCSU.

Summer – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours per week. Work additional hours, as needed, to fulfill job duties.

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- Attend weekly meetings with the Office of the President.
- Establish a relationship with CSU Administration.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
- Act as an account signer for financial document approvals.
- Establish a healthy and productive work environment for staff.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.
- Work with the Office of Orientation and Transition Programs to increase ASCSU involvement of first year CSU students.
- Connect with City of Fort Collins staff and the City Manager to develop strategies for CSU/Fort Collins partnership.
- Meet with SDPS Senators and Associate Senators and invite the SDPS Directors and/or Assistant Directors every two (2) months, including the Director of Diversity and Inclusion, to strengthen the ASCSU/SDPS partnership.
- Build relationships with City Council members to gauge legislative priorities and advance projects and initiatives.
- Work with the Vice-President and other members of the Executive Cabinet to compile an Executive Plan of Action for the 2021-2022 term. Work alongside the Housing Security Specialist to create the U+2 documentary.
- Work with the Director of Campus Engagement to identify areas of opportunity for strategic storytelling series that can advance student issues.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Delegate tasks as needed to other members of the Executive Branch.
- Act as the personnel authority and supervisor of all Executive Branch Members.
- Make final decisions regarding hiring and firing of Executive Branch Members.
- Meet as needed with other members of ASCSU.
- 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 effectively and efficiently.
- Approve and aid in compiling weekly ASCSU staff reports.
- Brief the Senate on Executive progress on a weekly basis. In the event the President cannot attend, assign a member of the Office of the President to inform the Senate on their behalf.
- Build and maintain relationships internal and external to the organization.
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- Compile a Winter and Spring Accountability Report that shall highlight the tasks undertaken by the Executive Branch each semester. The report shall be published on the ASCSU website, and distributed via necessary communication channels, for the student body to review.
- Attempt to meet with the Directors (or Associate Directors) of the SDPS offices at least once every two (2) months, alongside the Director of Diversity and Inclusion.
- Ensure that the Land Acknowledgement is read at the beginning (or end) of every Cabinet meeting.

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Associated Students of Colorado State University

- Actively attend the Colorado Student Government Coalition meetings to strengthen the statewide partnership of student governments. In the event the President cannot attend, they shall nominate an individual to attend on their behalf.
- The President shall attempt to attend City Council meetings on a monthly basis, alongside the Director of Governmental Affairs.
- Attend all Board of Governors meetings. In the event the President cannot attend, they shall nominate an individual to attend on their behalf, with first choice given to ASCSU Vice-President.
- As stated in the ASCSU Constitution (Section 303, subsection D): “The President shall act as liaison to the Colorado State faculty and administration, the state legislature, the governor’s office, and the Congress of the United States.”
- Ensure that the Legislative Strategy Advisory Board (LSAB) meets at least once per month, in order to advance student issues through policymaking and advocacy.
- Work to strengthen existing ties between CSU, the Fort Collins Chamber of Commerce, and the broader Fort Collins business community by involving these stakeholders in projects and initiatives pertaining to the Fort Collins community.
- Meet with department Directors and Deputy Directors at least once a month, alongside the Chief of Staff and Vice-President.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed.
- Attend Cabinet meetings.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Hold all Executive Branch Members accountable for diversity and inclusion initiatives and policies of CSU and ASCSU
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student’s diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging other ASCSU officials to attend said events.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.
- Attend and plan mandatory trainings, including diversity workshops, mandatory reporter training, and any other training mandated by legislation or the constitution.

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Associated Students of Colorado State University

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions only offered upon the candidate winning the ASCSU General Election and the results of a background check. Job description subject to change and pending Senate approval.

ASCSU Job Description
Associated Students of Colorado State University

Vice President

Shall receive compensation of \$9,000 for the 2021-2022 Academic year and \$2,600 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All candidates for the position of Vice President shall be students enrolled in at least twelve (12) on-campus credits at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25.

General Responsibilities:

The ASCSU Vice President is responsible for leading the CSU Student Fee Review Board (SFRB) and representing the students of CSU to all relevant parties. They must maintain the order of the ASCSU Executive office with the assistance of the Office of the President and shall act as the Office Manager, in charge of the arrangement and maintenance of the ASCSU office. It is important that the Vice President is familiar with student fee policy as well as managerial skills in a professional office culture.

Supervision:

The ASCSU Vice President is directly accountable to the Students of Colorado State University via the oversight of the ASCSU President.

Summer – Job Specific Tasks and Responsibilities:

- Contribute as many hours as needed to fulfill job duties and meet student needs.
- Attend weekly meetings with the rest of the Office of the President.
- Establish a relationship with CSU Administration.
- Establish a relationship with the heads and advisors of the student fee areas.
- Ensure that SFRB's documentation is up to date.
- Prepare to find candidates for joining SFRB in the Fall.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Act as an account signer for financial document approvals.
- Aid the Deputy Chief of Staff in planning the ASCSU fall retreat. Coordinate with the ASCSU Administrative Assistant, Legislative Branch leadership, Judicial Branch leadership, Executive Branch leadership, and other professional staff for the retreat.
- Organize the ASCSU Office as seen fit.
- Establish a healthy and productive work environment for staff.

ASCSU Job Description
Associated Students of Colorado State University

- Work with the President and other members of the Executive Cabinet to compile an Executive Plan of Action for the 2021-2022 term.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.
- Work with the President and the Office of Orientation and Transition Programs to increase ASCSU involvement of first year CSU students.
- Connect with City of Fort Collins staff, City Council members, and the City Manager to develop strategies for CSU/Fort Collins partnership.
- Meet with SDPS Senators and Associate Senators and invite SDPS Directors and/or Assistant Directors every two (2) months, alongside the President, to strengthen the ASCSU/SDPS partnership.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Find members for SFRB and train them on student fee policies.
- Chair meetings of SFRB.
- Ensure SFRB members are representative of our diverse student body.
- Act as an account signer for financial document approvals.
- Delegate tasks as needed to other members of the Executive Branch.
- Meet as needed with other members of ASCSU.
- 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 effective and efficient manner.
- Hold all Executive Branch Members and SFRB members accountable for diversity and inclusion initiatives and policies of CSU and ASCSU.
- Aid in compiling weekly ASCSU staff reports.
- Build and maintain relationships internal and external to the organization.
- Serve as the official Legislative Correspondent to the ASCSU Senate.
- Work alongside Department of Marketing to increase marketing materials on the breakdown of student fee dollars and the benefits of various fee-funded areas, in order to generate engagement among the CSU student body.
- Create a clearly codified application and review process that precedes nomination and that is transparent to the student body, in order to ensure that SFRB applicants uphold organizational expectations.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.

ASCSU Job Description
Associated Students of Colorado State University

- Attend Cabinet meetings.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Aid the Deputy Chief of Staff in planning all ASCSU retreats.
- Assist the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging other ASCSU officials to attend said events.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Chief of Staff

Shall receive compensation of \$8,000 for the 2021-2022 Academic year and \$2,500 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Chief of Staff shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Chief of Staff is responsible for maintaining the order of the ASCSU Executive office at the discretion of the ASCSU President. The Chief of Staff will also act as a representative of the President and Vice President of ASCSU when asked. It is important that the Chief of Staff have personnel, organizational, and managerial skills, and a commitment to ensuring positive and professional office culture. The Chief of Staff will serve as the primary liaison to all Executive departments. The Chief of Staff shall also be held accountable for ensuring that materials and correspondence of the Executive Branch are accessible to all members of the community, namely for constituents in need of physical and digital accommodations (accommodations include, but are not limited to, navigation panes on ASCSU documents, closed captioning on video material, image descriptions on static media content, and screen-reader capabilities on ASCSU webpages, etc).

Supervision:

The Chief of Staff is directly accountable to the Students of Colorado State University via the President of ASCSU.

Summer – Job Specific Tasks and Responsibilities:

- Contribute 15 hours per week during the summer period.
- Attend weekly meetings with the rest of the Office of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office. Ensure that other members of the cabinet are similarly trained on an as needed basis.
- Act as an account signer for financial document approvals.
- Aid the Deputy Chief of Staff in retreat planning.
- Assist the ASCSU President and Vice President with any delegated tasks.
- Establish a healthy and productive work environment for staff.

ASCSU Job Description
Associated Students of Colorado State University

- Assist the Vice President in organizing office space.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.
- Work with the President and the Office of Orientation and Transition Programs to increase ASCSU involvement of first year CSU students.
- Plan the ASCSU Fall Retreat at the beginning of the school year. Collaborate with the Vice President and Chief of Staff along with the ASCSU Administrative Assistant and Advisor.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Plan and Chair the weekly cabinet meetings with the Deputy Chief of Staff.
- Ensure regular meetings between Cabinet members and a member of the Office of the President.
- Ensure Cabinet Directors are fulfilling their job descriptions and delegated tasks. Act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Hold all Executive Branch Members accountable for diversity and inclusion initiatives and policies of CSU and ASCSU.
- Develop and facilitate performance evaluations of Cabinet Members once per semester.
- Compile weekly ASCSU reports and submit them to relevant parties after approval from the President.
- Manage conflict resolution through administrative disciplinary systems.
- Attend meetings for the ASCSU President and ASCSU Vice President as an ASCSU representative, if asked.
- Collaborate with and supervise the ASCSU Deputy Chief of Staff in fulfilling their job duties.
- Build and maintain relationships internal and external to the organization.
- Ensure Executive staff have a clear path of personal and professional development.
- Ensure that personal and professional development includes educating, promoting, and implementing diversity and inclusion.
- Serve as a Legislative Correspondent to the ASCSU Senate.
- Meet with every Director and Deputy Director on a weekly basis. Although strongly encouraged that Chief of Staff be present for all of these meetings, extenuating circumstances will allow Chief of Staff to send their Deputy on their behalf.
- Organize at least one town hall per month for the President and Vice-President to connect with different stakeholders across campus.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President. Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.

ASCSU Job Description
Associated Students of Colorado State University

- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging other ASCSU officials to attend said events.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Chief of Staff

Shall receive compensation of \$7,600 for the 2021-2022 Academic year.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Deputy Chief of Staff shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Chief of Staff is responsible for assisting the Chief of Staff in a managerial capacity and ensuring the well-functioning of the office. The Deputy Chief of Staff will also act as the Press Secretary for the Executive branch. The Deputy Chief of Staff must be familiar with human resource/managerial skills.

Supervision:

The Deputy Chief of Staff is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and the Chief of Staff of ASCSU.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the work week. Work as many extra hours needed to fulfill job duties.
- Plan the Fall and Spring Semester Retreat. Ensure the retreats have diversity education presentations or materials, and all materials are accessible to all members.
- Maintain press relations with all relevant parties.
- Monitor ASCSU press coverage and advise the President on press developments.
- Work with the Chief of Staff to chair and prepare weekly Cabinet meetings. on Wednesdays from 5:00-5:30PM.
- Assist the ASCSU President in their Board of Governors Report and other formal communications.
- Attend weekly meetings with the Office of the President as assigned.
- Ensure Cabinet Directors are fulfilling their job descriptions and delegated tasks. Act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.

ASCSU Job Description
Associated Students of Colorado State University

- Hold all Executive Branch Members accountable for diversity and inclusion initiatives and policies of CSU and ASCSU.
- Aid the Chief of Staff in developing performance evaluations of Cabinet Members once per semester. Aid the Chief of Staff in weekly reports.
- Manage all contacts needed for the success of the Executive branch.
- Conduct managerial tasks as assigned by the Chief of Staff.
- Build and maintain relations with Rocky Mountain Student Media and other media outlets.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Establish a healthy and productive work environment for staff in collaboration with the Chief of Staff.
- Serve as the primary communications liaison to RMSMC, Colostate Memes, CSU Barstool, and any other media stakeholders that could help advance shared goals for CSU.
- Work closely with department Directors, Deputy Directors, and the Department of Marketing to ensure that the student body is aware of the milestones of ASCSU projects and initiatives.
- Work to develop and publicize bilateral communication channels between college councils, student councils, SDPS offices, and clubs/organizations.
- Offer departmental updates at RHA meetings at least once per month, in accordance with the procedures and agenda of RHA.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

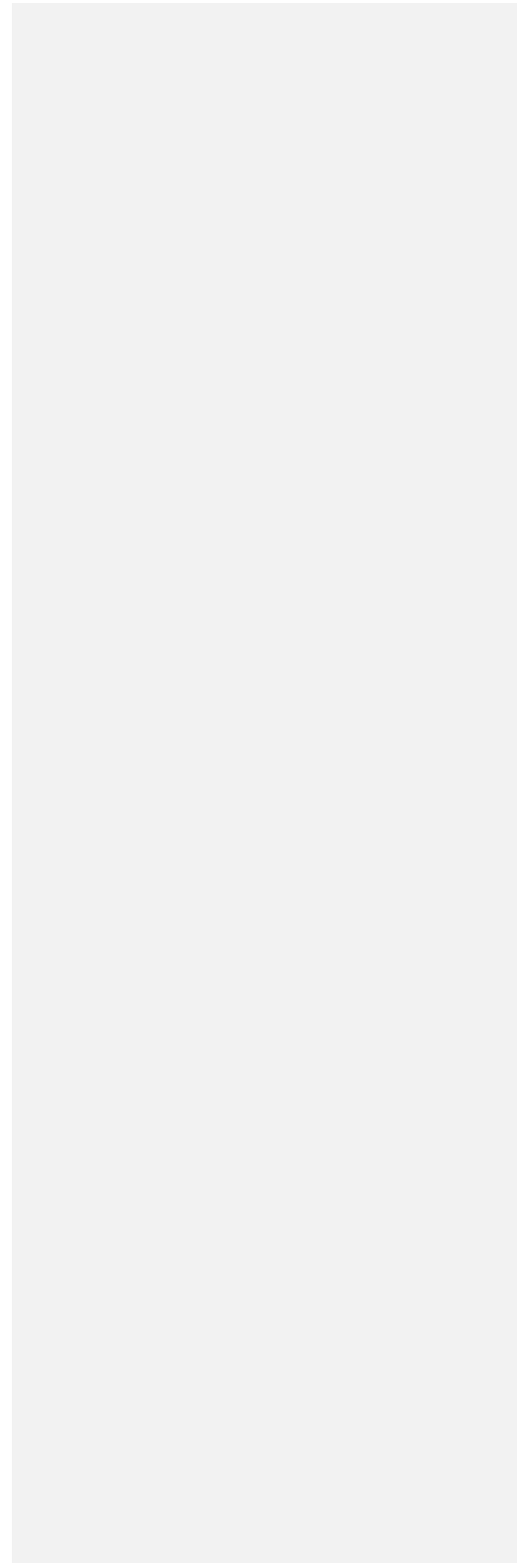
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Serve as a student representative on the Rocky Mountain Student Media Board and ensure attendance at all meetings.
- Perform other tasks as assigned.
- Assist in hiring Executive Members.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Assist the Chief of Staff in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging other ASCSU officials to attend said events.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.

ASCSU Job Description
Associated Students of Colorado State University

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Consultant to Office of the President

Shall receive compensation of \$3700 for the 2021-2022 Academic year.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice

President or Chief of Staff) of the following dates:

- November 22-26
- December 20-24
- December 27-31
- January 3-7
- March 14-18
- Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for Consultant to Office of the President shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The Consultant to Office of the President is responsible for maximizing the communications strategy, team cohesiveness, and management strategies for the organization. They shall serve in an advisory capacity and will have the opportunity to shadow the President and Vice-President in meetings with Cabinet Directors, CSU Administration, City Council members, City Staff, City Manager, and any other related stakeholders. The Consultant's job shall be to assess the platform priorities and opportunities that emerge throughout the year and help the Office of the President communicate their ongoing impact to the Student Body, while also identifying areas for organizational improvements in communication. The Consultant shall also serve and support department directors with the goal of advancing community awareness of ASCSU projects and initiatives.

Supervision:

The Consultant to Office of the President will be held accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer – Job Specific Tasks and Responsibilities:

- Contribute 5 hours per week during the summer period.
- Attend weekly meetings with the rest of the Office of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office
- Assist the ASCSU President and Vice President with any delegated tasks.
- Establish a healthy and productive work environment for staff.
- Help Office of the President to manage organizational momentum for projects and initiatives (identify and mitigate variables that block productivity)
- Maximize communications strategy (streamline communication, consider implementing DashStrap and other HR-management strategies into ASCSU)
- Assist in website design relating to accessibility and transparency

ASCSU Job Description
Associated Students of Colorado State University

- Help foster a strategy for cultivating campus think-tanks (discovering grass roots ideas and institutionalizing solutions)
- Assess and address the communication breakdowns among ASCSU entities (executive, legislative, judicial)
- Attend meetings with Office of the President, CSU Administration, City Manager, City Council, etc. to help gauge organizational narratives and streamline communication with external stakeholders.
- Create structure for presidential briefings, catch details and relay to Office of the President
- Gauge organizational perception and help re-envision the dynamic between ASCSU and Student Body dynamic. Find ways to tell the full story of ASCSU highlighting the power, reach, and priorities of ASCSU.
- Creating platforms for executive departments to publish projects and initiatives, gain community feedback, and maximize communication with related stakeholders
- Help Office of the President capitalize on the return of the student body to campus. Re-building CSU culture and reimagining new engagement (with partnership from executive Cabinet departments)
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the work week. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend weekly meetings with the Office of the President as assigned.
- Adhere to policies of CSU and ASCSU relating to diversity and inclusion.
- Conduct managerial tasks as assigned by Office of the President.
- Help Office of the President to manage organizational momentum for projects and initiatives (identify and mitigate variables that block productivity)
- Maximize communications strategy (streamline communication, consider implementing DashStrap and other HR-management strategies into ASCSU)
- Assist in website design relating to accessibility and transparency
- Help foster a strategy for cultivating campus think-tanks (discovering grass roots ideas and institutionalizing solutions)
- Assess and address the communication breakdowns among ASCSU entities (executive, legislative, judicial)
- Attend meetings with Office of the President, CSU Administration, City Manager, City Council, etc. to help gauge organizational narratives and streamline communication with external stakeholders.
- Create structure for presidential briefings, catch details and relay to Office of the President
- Gauge organizational perception and help re-envision the dynamic between ASCSU and Student Body dynamic. Find ways to tell the full story of ASCSU highlighting the power, reach, and priorities of ASCSU.
- Creating platforms for executive departments to publish projects and initiatives, gain community feedback, and maximize communication with related stakeholders
- Help Office of the President capitalize on the return of the student body to campus. Re-building CSU culture and reimagining new engagement (with partnership from executive Cabinet departments)

ASCSU Job Description
Associated Students of Colorado State University

- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Establish a healthy and productive work environment for staff in collaboration with Office of the President
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge and managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Director of Academics

Shall receive compensation of \$7,400 for the 2021-2022 Academic year

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Director of Academics shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Academics is responsible for providing student voice in academic affairs and initiatives across campus. The Director of Academics will also collaborate with faculty members, academic advisors, and college councils to further student interests. It is important that the Director of Academics has a knowledge of higher education policy and methods for academic success, with a strong commitment to the betterment of the academic experience at CSU.

Supervision:

The Director of Academics is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Communicate with college council presidents to gather student input on problems. Assist Deputy Director of University Affairs in appointing students from various colleges to advisory boards, ensuring the appointees represent our diverse student body.
- Collaborate with the Director of University Affairs to increase use of Canvas and Lecture Capture in classes.
- Be in regular contact with academic departments.
- Work on a Survey to send out to students on how their education could be improved this year, including diversity and inclusion in the classroom.

ASCSU Job Description
Associated Students of Colorado State University

- Work with the Office of the President to plan ways to improve students' educational experience online.
- Develop a working relationship with the Chair of Faculty Council, the CSU Provost and Executive Vice President, Dean of Students, and the Vice-Provosts to collaborate on academic and curricular issues.
- Inform ASCSU about proposals at Faculty Council that could impact students.
- Collaborate with the Director of Diversity and Inclusion to better assist disabled students. Work for all avenues of education to be accessible to all students.
- Listen to and advocate for marginalized communities on campus for equitable academic spaces.
- Work with the Office of the Vice President of Diversity and academic departments to ensure all academic spaces are equitable and students concerns are heard.
- Report to the Senate early in each semester to discuss academic plans for campus.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Academics can assist with to further the missions of CSU students.
- Attend every college council at least once per semester in order to gauge the priorities and interests of college councils.
- Attend Faculty Council General Assembly meetings at least once per month to gauge faculty priorities and advance student interest.
- Work closely with the University Technology Team to ensure data privacy for all CSU students, as it relates to their academic success.
- Meet with the Student Disability Center on a monthly basis to help advance accessibility measures in academic programs and curricula.
- Work alongside the Deputy Chief of Staff, and ASCSU's media stakeholders, to gauge student perspective on academic issues.
- Work with CSU Administration to address the student data privacy concerns associated with ProctorU, Respondus, and other test-taking platforms.
- Connect with the Student Resolution Center on a monthly basis to help address student equity concerns relating to professor-student relations.
- Work collaboratively with the Career Center and college councils to bolster paid work-study opportunities for CSU students.
- Work with the Key Communities, Community for Excellence, Academic Advancement Center, and Learning Communities, etc.
- Stay in close communication with the Colorado Student Government Coalition and other CSU-affiliated stakeholders working to advance Open Educational Resources and/or other higher-ed initiatives aimed at lowering textbook costs. Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.

ASCSU Job Description
Associated Students of Colorado State University

- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional .
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure their work in ASCSU are accessible to all students.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Academics

Shall receive compensation of \$3,700 for the 2021-2022 Academic year.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Academics shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of Academics is responsible for assisting the Director of Academics with involving the student voice in academic affairs and initiatives across campus. It is important that the Director of Academics has a knowledge of higher education policy and methods for academic success, with a strong commitment to the betterment of the academic experience at CSU.

Supervision:

The Deputy Director of Academics is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, Deputy Chief of Staff, and Director of Academics.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Academics to complete weekly reports.
- Convey student academic concerns to faculty and administration.
- Assist the Director of Academics as needed.
- Work with the Director of Academics and the Office of the President to plan ways to improve students' educational experience online.
- Work with Director of Academics to ensure all academic spaces are equitable and students concerns are heard.
- Listen to and advocate for marginalized communities on campus for equitable academic spaces.

ASCSU Job Description
Associated Students of Colorado State University

- Assist the Director of Academics in improving Canvas and Lecture Capture availability to students.
- Work on initiatives to reduce costs to CSU students—aid programs to help with open source textbook availability.
- Work on scholarship programs for first generation students.
- Develop a forum for College Councils to meet and give input on academics.
- Work with the Committee on Teaching and Learning (COTL) to give student input on decision making. Gather student data to present to COTL.
- Work closely with the Deputy Chief of Staff to publicize departmental initiatives and projects aimed at serving the student body.
- Manage an ongoing bank of potential projects and initiatives based on student input/grievances. Provide a monthly update to Chief of Staff regarding the highest-priority projects.
- Work with the Student Success Advisory Board to become more aware of academic issues students are facing.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to Directors and Associate Directors to talk about diversity and inclusivity problems in the classroom environment.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Director of Academics in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

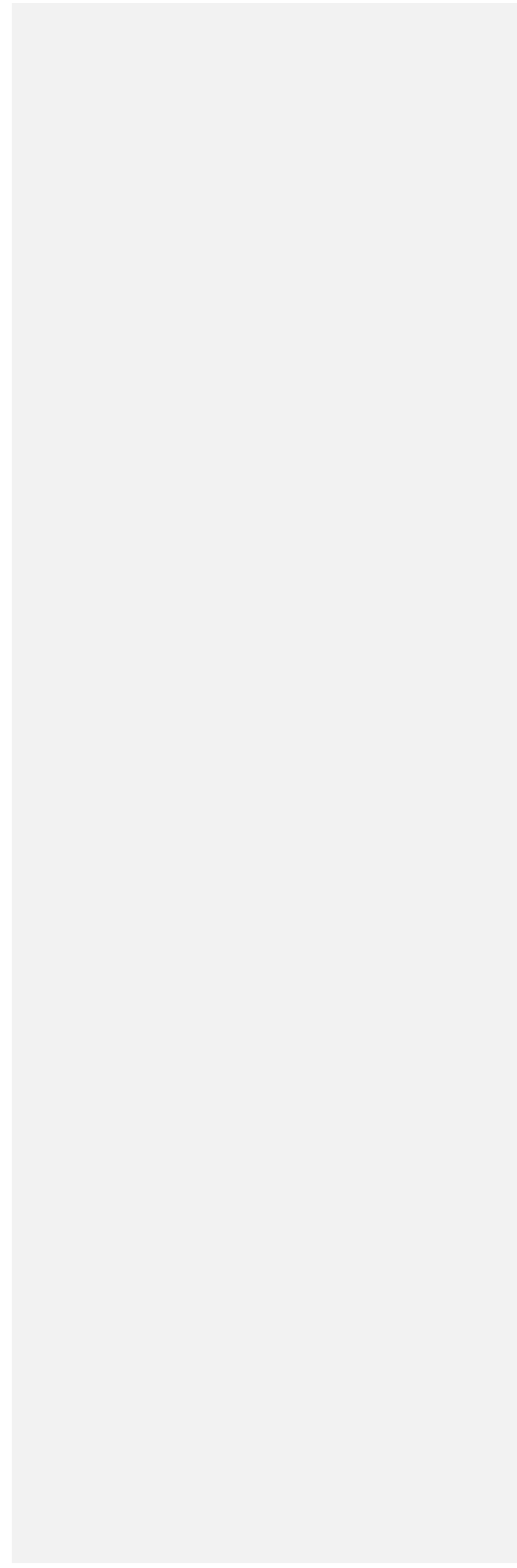
Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.

ASCSU Job Description
Associated Students of Colorado State University

- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Director of Campus Engagement

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$400 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Director of Campus Engagement shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Campus Engagement is responsible for connecting the network of 30,000+ students. They are tasked with building relationships and communication channels between student organizations, clubs, FSL chapters, SDPS offices, college councils, and the numerous other communities that define Colorado State University. The Director of Campus Engagement will also organize intentional and effective ASCSU retreats in the Fall and Spring as well as assist with the structure of Ram Leadership Team. The Director of Campus Engagement should be familiar with the structure of student organizations, effective strategies for student body engagement, event planning, the structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University. The Director of Campus Engagement will act as a volunteer coordinator to organize ASCSU attendance at all community and service events, and shall serve as the primary outreach director for the Administration

Supervision:

The Director of Academics is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer – Job Specific Tasks and Responsibilities:

- Contribute 5 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Coordinate ASCSU marketing strategies with the Director of Marketing.
- Lead coordination with the Office of Orientation and Transition Programs to market ASCSU to first year students.

ASCSU Job Description
Associated Students of Colorado State University

- Provide ASCSU presence at CSU Involvement Fairs through attendance and oversight.
- Familiarize themselves with campus partners for outreach and engagement.
- Work with the Deputy Chief of Staff to keep up-to-date contact lists for Registered Student Organizations (RSOs), Fraternity & Sorority Life (FSL), and College Councils, SDPS Office, etc.
- Develop an academic year programming and marketing calendar with the Director of Marketing.
- Work with the ASCSU President and Vice President to recruit and plan the Ambassador Program.
- Hold weekly ambassador meetings and events focusing on retention, assistance to directors, and community service.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Work to promote and expand the Department of Campus Engagement through the year by engaging campus partners.
- Reach out to Housing & Dining to form a partnership to inform first-year students about ASCSU.
- Speak to student organizations regularly about ways to get involved and provide updates on what ASCSU is working on.
- Table on the plaza for ASCSU when needed.
- Assist the Vice-President in the recruitment of members to the student fee boards, ensure the members are representative of our diverse student body.
- Coordinate outreach of events and initiatives planned by other campus directors.
- Assist in promoting SDPS events within ASCSU and to the University as a whole. Assist the Director of Diversity and Inclusion to create a calendar of all SDPS events throughout the year.
- Prioritize diversity and inclusion within campus engagement events/activities.
- Run the Internship Program to engage first- and second-year students, ensure the interns are representative of our diverse student body. Promote internship program to SDPS offices. Partner with other departments as needed to work on this Program.
- Act as a volunteer coordinator for various campus initiatives.
- Work with the Ram Link team to make Ram Link accessible and usable to all students.
- Serve and support the U in ASCSU initiative aimed at involving disenfranchised students at CSU who have valuable lived experience that could influence the direction of the organization.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Campus Engagement can assist with to further the missions of CSU students.

General Tasks and Responsibilities:

ASCSU Job Description
Associated Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of University Affairs

Shall receive compensation of \$3,700 for the 2021-2022 Academic year.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Director of University Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of University Affairs is responsible for providing student representation across all areas of campus. The Deputy Director of University Affairs will report to the President and Vice President of ASCSU on evolving situations on campus that may affect students. The Deputy Director of University Affairs must be familiar with various methods of gaining public opinion, as well as a proficient understanding of engagement strategies for the student body. It is the role of the Deputy Director of University Affairs to involve CSU students in campus boards, commissions, and ongoing projects/initiatives; Therefore, it is essential that this individual have strong organizational skills and a commitment to outreach.

Supervision:

The Deputy Director of University Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-5:30PM. Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Attend and provide input at committee meetings held by Parking and Transportation Services.
- Work with Parking and Transportation Services to discuss changes in parking pricing for this year.
- Collaborate with the Legislative Branch to address student concerns.

ASCSU Job Description
Associated Students of Colorado State University

- Serve as a direct liaison to the Senate University Affairs Committee in order to advance interbranch goals and ideas. It is mandatory that the University Affairs Deputy Director attend all University Affairs committee meetings.
- Work with the Office of the President and the Housing Security Specialist to create a review system on the ASCSU website for off-campus apartment complexes.
- Collaborate with other Departments and the Office of the President to find ways to improve university experience for CSU students.
- Collaborate with the President on the selection and placement of representatives to sit on various committees across the university that require student representation. Ensure recruitment for these positions is an equitable process and the students represent our diverse student body.
- Maintain a list of all boards and committees with student involvement.
- Work closely with the Deputy Chief of Staff to inform media stakeholders of ongoing campus engagement projects and initiatives.
- Serve and support the Director of Campus Engagement and assist in any delegated tasks.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

- Attend each highlighted committee at least once per semester to advance departmental goals and initiatives, while identifying external opportunities for ASCSU to financially support projects.
 - Core committees highlighted here: https://docs.google.com/spreadsheets/d/1VArtByyf-NdhF33pfao38yApwEBqB_CJmz9ybTGDWCE/edit?usp=sharing
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

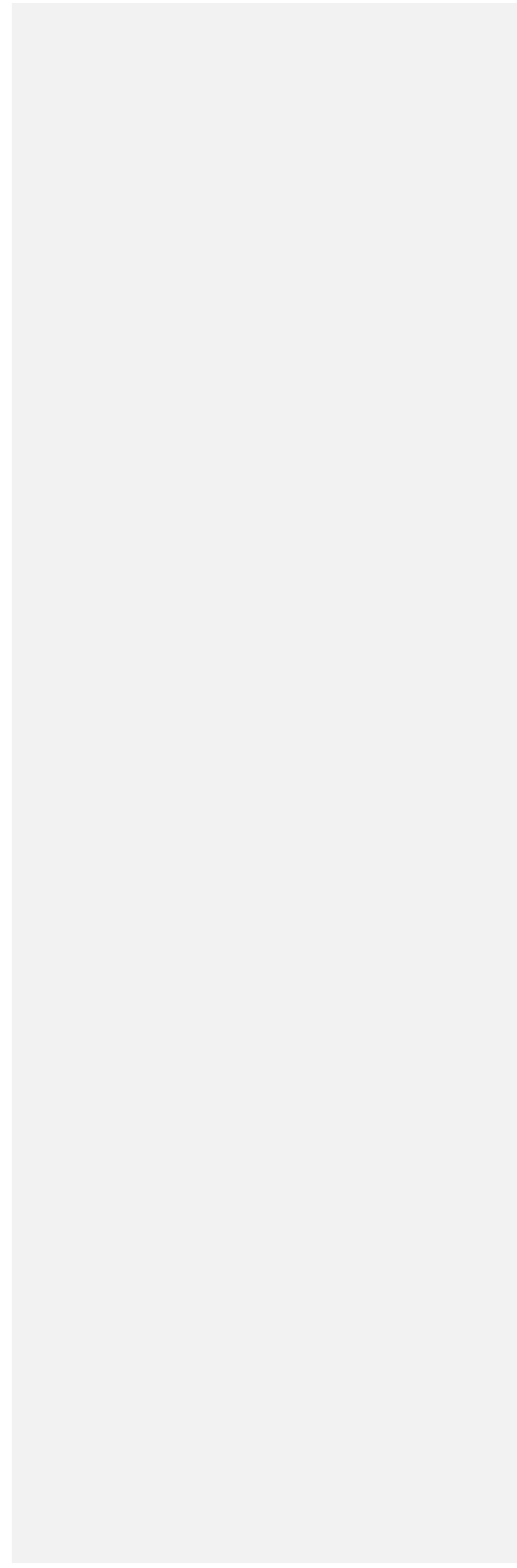
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure their work in ASCSU are accessible to all students.

Basic Qualifications:

ASCSU Job Description
Associated Students of Colorado State University

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Director of Traditions & Programs

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Traditions & Programs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Traditions & Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Director of Traditions & Programs will also collaborate with the Alumni Association, CSU Events, Athletics, and Donor Engagement. It is important that the Director of Traditions and Programs is familiar with internal and external resources, program budgets, and the importance of traditions at Colorado State University. This individual must also have strong leadership and organizational skills, a commitment to outreach, and background experience in event planning.

Supervision:

The Director of Traditions & Programs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer – Job Specific Tasks and Responsibilities:

- Contribute 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
- Develop an academic year programming and marketing calendar with the Director of Marketing.
- Begin planning large events to occur during the school year such as grill the buffs and homecoming, with guidance from the Pandemic Preparedness Team.
- Draft an action plan for inclusive and student-based tailgating at CSU sporting events.
- Work with the Office of Orientation and Transition Programs to promote CSU pride and excitement for traditions.
- Draft ideas for new programs for the 2021-2022 academic year.

ASCSU Job Description
Associated Students of Colorado State University

- Build relationships with Housing and Dining and the leadership of the Residential Hall Association in order to build an engaging environment for incoming students.
- Connect with the Pandemic Preparedness Team throughout the summer to gauge the feasibility of proposed events and activities.
- Work closely with CSU Orientation and Transition Programs and the Director of Campus Engagement, to schedule ASCSU officials to share about the importance of student government, the invitation to engage, and the opportunities and details of the fee-funded areas.
- Build relationships with the Larimer County Food Bank, College Deans, SLICE office, local grocery stores, and other relevant stakeholders working on the Annual CANS Around the Oval food drive.
- Create ASCSU's float for the Homecoming Parade (during the summer) and market the opportunity to all three branches during the first few weeks of the Fall Semester.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Coordinate meetings with other departments to ensure the Executive branch properly reaches the campus community.
- Work with the Director of Campus Engagement for the Internship Program, ensuring the interns represent our diverse student body.
- Work with the Office of the President to make an ASCSU canvas page. Ensure the canvas is accessible for all students.
- Work with the Office of the President to expand transportation options for students, focusing on options accessible for all students.
- Find innovative ways to celebrate CSU traditions virtually and through in-person opportunities.
- Make CSU traditions and programs accessible to all students and celebrate the diversity of our students.
- Assist the Deputy Director of Traditions and Programs with planning volunteer opportunities.
- Be the contact for ASCSU Alumni. Meet with representatives from the CSU Alumni network on a bi-monthly basis to explore potential events and activities that could unite the CSU network.
- Work closely with the Deputy Chief of Staff and CSU's various media stakeholders (RMSMC, ColostateMemes, CSU Social Media, etc.) in order to amplify the marketing of ASCSU-hosted events.
- Organize one (1) ASCSU-sponsored, university-wide fundraising week for one local, state, or national philanthropy, with collaboration from FSL, College Councils, Registered Student Organizations (RSOs), SDPS offices, CSU Alumni Network, and any other relevant stakeholders. This fundraising week will demonstrate ASCSU's commitment to community-building and philanthropy. The specific philanthropy shall be selected by the end of November, and the fundraising week shall take place in the month of February. The ASCSU President will give final approval to the selected philanthropy, with guidance from the Office of the President.
- Ensure that all ASCSU events are accessible for all members of the community, including accommodations requests leading up to any event. Seek guidance from the Student Disability Center and the Office of Equal Opportunity regarding effective procedure.

ASCSU Job Description
Associated Students of Colorado State University

- Market the Homecoming Parade (if applicable) to all three branches during the first few weeks of the Fall Semester.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President. Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Traditions and Programs can assist with to further the missions of CSU students.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Traditions & Programs

*Shall receive compensation of \$3,700 for the 2021-2022 Academic year.
semester.*

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Traditions & Programs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of Traditions & Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Deputy Director of Traditions & Programs is also responsible for planning community service opportunities for ASCSU members. The Deputy Director of Traditions & Programs will also work with the Director of Traditions & Programs and the Senate for all programming events. It is important that the Deputy Director of Traditions & Programs is familiar with internal and external resources, program budgets, and the importance of traditions at Colorado State University. This individual must also have strong leadership and organizational skills, a commitment to outreach, and background experience in event planning.

Supervision:

The Deputy Director of Traditions & Programs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, Deputy Chief of Staff, and Director of Traditions & Programs.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Traditions and Programs to complete weekly report.
- Assist the Director of Traditions & Programs in accomplishing department goals and tasks.
- Assist the Director of Traditions & Programs during event planning to recruit additional members to assist through volunteer or committee work.

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Associated Students of Colorado State University

- Develop ideas for new traditions and events at CSU. Propose these ideas to the Director of Traditions & Programs.
- Collaborate with the Senate to assist with the planning and implementation of programming in the Legislative branch.
- Collaborate with necessary stakeholders in order to create and maintain diverse and inclusive CSU traditions.
-
- Maintain an ongoing bank of university-wide events and opportunities, with collaboration from the SLICE office, Registered Student Organizations (RSOs), Fraternity & Sorority Life (FSL), college councils, SDPS Offices, and any other relevant stakeholders.
- Must attend the President's Multicultural Student Advisory Committee (PMSAC) meetings on a monthly basis to ensure that Traditions and Programs is upholding CSU's tenets of social justice, diversity, equity, and inclusion.
- Work with the Deputy Chief of Staff and Department of Marketing to find club, chapter, and student organization fundraising opportunities that ASCSU can help amplify (through its social media stories).
- Organize one ASCSU service project per month to demonstrate the values of service to school and community.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Director of Traditions & Programs in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

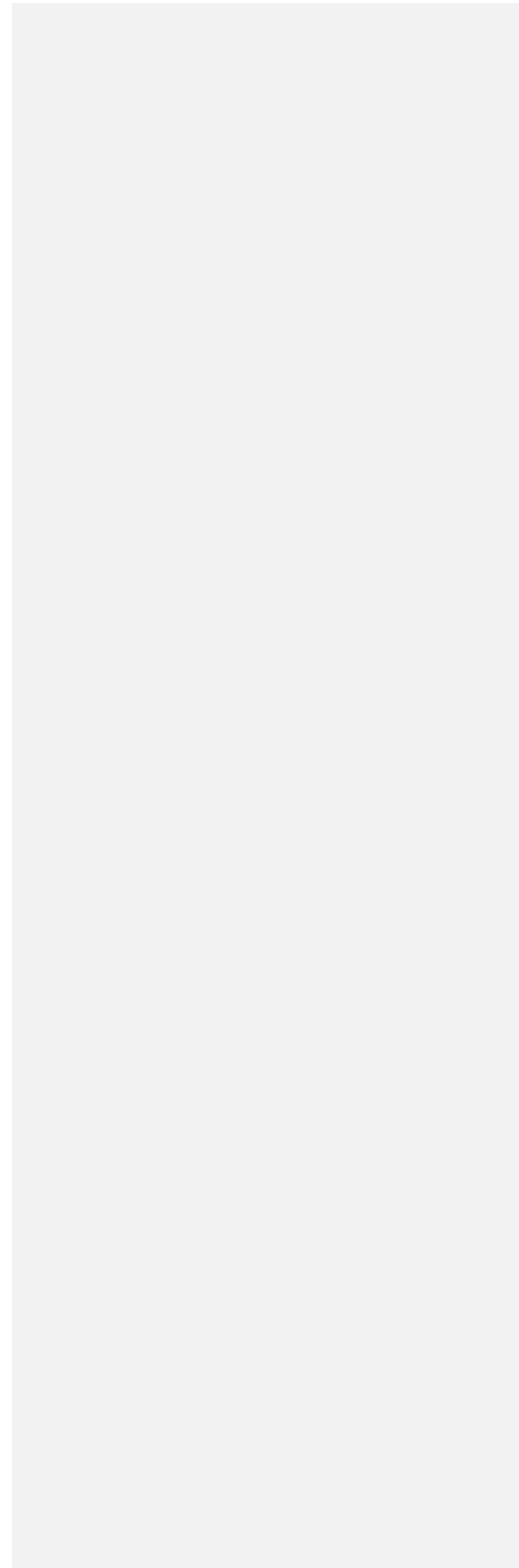
Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.

ASCSU Job Description
Associated Students of Colorado State University

- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval.



ASCSU Job Description
Associated Students of Colorado State University

Director of Diversity & Inclusion

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$400 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Diversity & Inclusion shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Diversity & Inclusion is responsible for promoting an inclusive environment within ASCSU and the CSU campus by facilitating organizational and campus collaborations to enhance diversity and inclusion, education, and engagement. It is important that the Director of Diversity & Inclusion is familiar with facilitating deliberative discussions and must have a commitment to improving ASCSU and the broader CSU community.

Supervision:

The Director of Diversity and Inclusion is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours per week throughout the summer.
- Create a yearly calendar, with support and resources from the SDPS offices, that highlights the holidays, heritage month(s), and awareness week(s) of the various cultures at CSU to inform CSU and ASCSU leaders regarding event scheduling and weekly messaging.
- Work closely with Facilities to perform accessibility audits on buildings at CSU. If the accessibility audits have already been done, it shall be the duty of the Director of Diversity and Inclusion to maintain a public and accessible folder on the ASCSU webpage with the key findings, in order to address the accessibility shortcomings identified in the audits.
- Build relationships with the incoming director of the Title IX office, Women and Gender Advocacy Center (WGAC) Director, and any other relevant stakeholders working to foster awareness and effective policy surrounding sexual harassment and sexual assault.

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- Work with Alianza Norco, Colorado Immigrant Rights Coalition (CIRC), La Cocina, Dreamers United, El Centro, International Programs, and any other relevant stakeholders to advance the push for a Fort Collins Legal Defense Fund. Work to activate the CSU-coalition around this goal.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties. Five hours per week during the summer period.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Coordinate a weekly meeting with Diversity/Cultural organizations.
- Collaborate with the Office of the Vice President for Diversity.
- Support and encourage members of Student Diversity Programs and Services (SDPS) to become members of ASCSU and create relationships with each office.
- Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to Directors and Associate Directors to talk about diversity and inclusivity on campus.
- Plan Diversity Workshops for officials of ASCSU to attend once a semester.
- Collaborate on at least one Diversity symposium per semester. Bring numerous campus partners on board.
- Work with the Office of International Programs to address campus concerns of international students.
- Works toward bringing resources to students and organizations regarding diversity and inclusion.
- Curate an ongoing list of SDPS events for Executive Branch members to see and attend in order to advance the outreach goals of the Administration.
- Work closely with Facilities to perform accessibility audits on buildings at CSU. If the accessibility audits have already been done, it shall be the duty of the Director of Diversity and Inclusion to maintain a folder with the key findings and work to address the accessibility shortcomings identified in the audits.
- Attend the President's Multicultural Student Advisory Committee (PMSAC) on a bi-weekly basis to stay updated on student demands relating to diversity, equity, and inclusion.
- Attend every Diversity and Inclusion Caucus meeting to advance interbranch collaboration on DEI initiatives.
- Work with the Chief of Staff, President, and Vice-President to update the student demands webpage at least once per semester: <https://diversity.colostate.edu/resources/student-demands/>
- Work with the Student Disability Center and other relevant stakeholders to support the Blackboard Ally program, which audits accessibility in curricula and university-webpages. Help identify revenue sources to amplify the program.
- Work closely with KEY Communities, Community for Excellence, Academic Advancement Center, and Global Village for collaboration efforts to ensure that ASCSU opportunities are accessible.
- Work closely with the Jewish Task Force, Hillel, and the Black African American Cultural Center (BAACC) office to support the ongoing collaboration in cultivating unity between both communities.

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- Work with ASCSU Advisors to ensure adequate internal promotion of the ASCSU Social Justice Book Library.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Diversity & Inclusion can assist with to further the missions of CSU students.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Diversity & Inclusion

Shall receive compensation of \$3,700 for the 2021-2022 Academic year.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice

President or Chief of Staff) of the following dates:

- November 22-26
- December 20-24
- December 27-31
- January 3-7
- March 14-18
- Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Diversity & Inclusion shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of Diversity & Inclusion is responsible for promoting an inclusive environment within ASCSU and the CSU campus. They shall support and assist the Director in building organizational and campus collaborations to enhance diversity and inclusion, education, and engagement. It is important that the Deputy Director of Diversity & Inclusion is familiar with communications strategies, as well as skills for facilitating deliberative discussions and must have a commitment to improving ASCSU and the broader CSU community. The Deputy shall also play an integral role in ensuring that the milestones and achievements of the Department are communicated to all relevant CSU stakeholders.

Supervision:

The Deputy Director of Diversity and Inclusion is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Director of Diversity and Inclusion, Chief of Staff, and Deputy Chief of Staff.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties. Five hours per week during the summer period.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend meetings with members from the Office of the President, as requested.
- Support the Director in compiling weekly reports.
- Attend weekly meetings with Diversity/Cultural organizations.
- Collaborate with Office of the Vice President for Diversity.
- Attend meetings, alongside the Director of Diversity and Inclusion, with Senators and Associate Senators of the SDPS offices.
- Support the Director in planning Diversity Workshops for officials of ASCSU to attend once a semester.
- Collaborate with Director on making the Diversity symposium a success.

ASCSU Job Description
Associated Students of Colorado State University

- Support the Director of Diversity in reaching international voices.
- Work to establish meaningful communication channels with students and organizations regarding diversity and inclusion efforts, including the Diversity and Inclusion module.
- Assist the Director in ensuring there is strong representation at SDPS events.
- Attend the President's Multicultural Student Advisory Committee (PMSAC) as needed, based on request from Director.
- Attend Diversity and Inclusion Caucus at least once per month.
- Work with the Director of Diversity and Inclusion, Chief of Staff, President, and Vice-President to identify areas of emphasis within the student demands (<https://diversity.colostate.edu/resources/student-demands/>). Work with the Director to advance solutions.
- Support the Director in building relationships and bridges between the Jewish Task Force, Hillel, and the Black African American Cultural Center (BAACC) office to support the ongoing collaboration in cultivating unity between both communities.
- Work with ASCSU Advisors and Director of Inclusion to ensure adequate internal promotion of the ASCSU Social Justice Book Library. Help find a long-term solution for checking out books. Work to introduce additional texts to the collection.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Complete SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.

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Associated Students of Colorado State University

- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval. **Deputy Director of International Affairs**

Shall receive compensation of \$3,700 for the 2021-2022 Academic year

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice** President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of International Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of International Affairs is responsible for working under the Director of Diversity & Inclusion to help provide resources for international and diverse students. This individual should have strong interpersonal skills and a desire to serve and support international students with creative solutions and effective communication.

Supervision:

The Deputy Director of International Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, Deputy Chief of Staff, and Director of Diversity & Inclusion.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.

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ASCSU Job Description
Associated Students of Colorado State University

- Attend regular meetings with members from the Office of the President.
- Work with Director of Diversity and Inclusion to complete weekly reports.
- Organize an International Day to bring together both domestic and international students.
- Work with international groups to enhance international student engagement at events.
- Develop a plan to help ease international students into CSU customs and traditions.
- Engage with the international community to understand specific problems international students face and how the students have been impacted by COVID-19.
- Assist the Director of Diversity & Inclusion in accomplishing department goals and tasks. Meet with the Department Director upon request.
- Meet with the Director of International Programs, and the office's Senators (if applicable), at least once per month to advance projects and initiatives.
- Work with International Programs, Orientation and Transition Programs, Housing and Dining, and any other relevant stakeholders to market the Global Village as an opportunity for incoming international students.
- Work with the Department of Marketing, CSU Graphic Design Team, Academic Success Coordinators, and Orientation and Transition Programs to create informative instructional videos demonstrating how to use RamWeb registration to help international students who are registering from their home countries. This will ensure that international students are not waitlisted because of inadequate information. If the resource already exists, work to market it more widely.
- Work with ASCSU Department of Marketing, International Programs, and Financial Aid to curate video content around the RamAid, Mongelli Fund, and other relevant financial aid programs specific to international students. If the resources already exist, work to market them better to incoming international students.
- Work with the Department of Academics, Career Center, International Club, and Financial Aid to bolster paid work-study opportunities for international students.
- Work closely with the INTO program for collaborative efforts to promote their events and workshops.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.

ASCSU Job Description
Associated Students of Colorado State University

- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Director of Diversity & Inclusion in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval.

ASCSU Job Description
Associated Students of Colorado State University

Director of Environmental Affairs

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Environmental Affairs is responsible for facilitating discussions and actions that advance CSU's commitment to environmentalism and sustainability, with the long-term goal of carbon neutrality. The Director of Environmental Affairs will also create awareness and help educate the student body on environmental matters. The Director of Environmental Affairs should have a demonstrated commitment to environmentalism through their involvement, career path, or field of study, and they should have a curiosity to advance CSU's environmental goals. This individual should have an introductory understanding of the STARS rating system and they should have a general understanding of sustainability practices at CSU. They should also be aware of the three pillars of sustainability: environmental, social, and economic sustainability.

Supervision:

The Director of Environmental Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer - Job Specific Tasks and Responsibilities:

- Work 10 hours per week during the summer.
- Develop a working relationship with the CSU Alternative Transportation Manager and other on-campus partners.
- Coordinate with the Chief Sustainability Officer of Fort Collins to build the CSU/Fort Collins partnership, centered on shared environmental goals.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.

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Associated Students of Colorado State University

- Work closely with Housing and Dining to assess the composting and environmental practices of resident halls, while advancing shared environmental goals.
- Work toward the goal of having composting in every building on CSU campus.
- Work with the Department of Marketing and the Lory Student Center to revamp the signage on trash cans and recycling bins in the Lory Student Center.
- Work with the CSU Library system and the University Technology Team to advance the goal of utilizing Ecosia as the default search engine of the university EID, including on campus computer labs.
- Work with the City of Fort Collins, the Zero Waste Team, and other relevant stakeholders to explore solutions for accessible and cost-effective off-campus composting for CSU students.
- Work closely with CSU Facilities to implement yellow-light technology across campus, as a way to minimize CSU's light pollution.
- Work with CSU Administration and the University Technology Team to increase transparency around CSU's investment portfolio, with the goal of updating CSU domain webpages to clearly and accurately present financial investments of the CSU System and CSU Foundation.
- Ensure all efforts are accessible to all students.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Coordinate a weekly meeting with members of the Department of Environmental Affairs.
- Work with various groups across campus and the City of Fort Collins to establish and promote green initiatives on campus and in the community.
- Ensure green initiatives are inclusive to all students, including disabled students.
- Plan acceptable events under COVID-19 Social Distancing Regulations to promote environmentally friendly methods of transportation, like Bike to School/Work day. These events must be inclusive to all students.
- Work with Bike rentals in Fort Collins to negotiate discounts for students.
- Coordinate all sustainability initiatives for ASCSU, namely composting initiatives, alternative transportation, LED lighting fixtures, and natural lighting initiatives. Conduct other initiatives with the support of the ASCSU President.
- Manage and plan the Zero Waste Symposium in collaboration with the Zero Waste Team. Use with the aid of the Department of Environmental Affairs.
- Select one environmental issue that is most pertinent to CSU students, and develop a yearlong awareness campaign, with collaboration from the Warner College, President's Sustainability Commission, Zero Waste Team, Student Sustainability Center, and any other relevant stakeholders. The issue area should be selected by October 1 and the campaign should begin no later than November 10. Work with the Director of Marketing to facilitate the campaign.
- Work to develop more robust plastics recycling for residents' halls and on-campus buildings, similar to the variety found at the Timberline Recycling Center, with the long-term goal of eliminating single-use plastics, with a clear exception for disabled students who require accommodations.

ASCSU Job Description
Associated Students of Colorado State University

- Work with CSU Facilities, campus architects, Student Sustainability Center, and any other relevant stakeholders to identify areas for potential xeriscaping landscape design, with the goal of lowering university water usage from landscaping. Work to institutionalize that all new building developments, associated with CSU, incorporate at least 40% or more xeriscaping.
- Work with the CSU Bookstore, and other primary CSU merchandise producers, to find ways to recycle textiles in the production process of CSU merchandise, with the goal of ensuring that X% of CSU merchandise, handed out to incoming students, are sustainably created.
- Work with the Deputy Director of Environmental Affairs to understand the composting system at CSU, and work towards monetizing the sale of composted soil to private purchasers, such as Bath nursery or ACE Hardware, with the long-term goal of a self-sustaining composting system that has established revenue streams and consistent utilization.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Environmental Affairs can assist with to further the missions of CSU students.
-

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU by being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional .
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws. Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

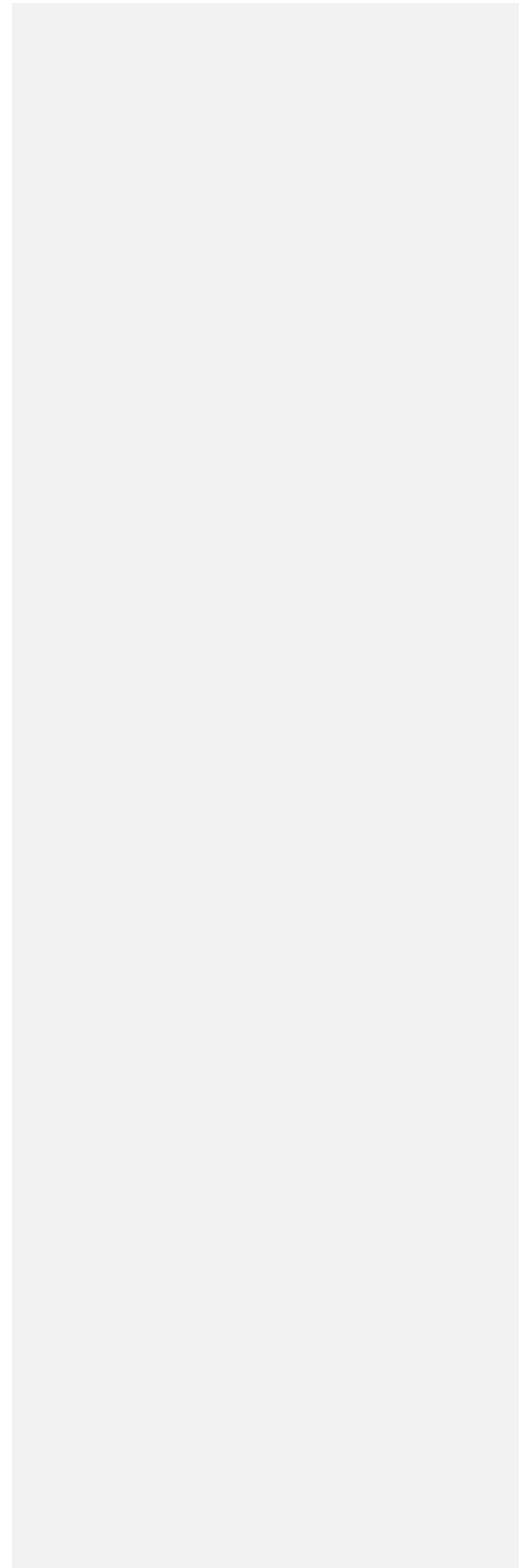
Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.

ASCSU Job Description
Associated Students of Colorado State University

- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Environmental Affairs

Shall receive compensation of \$3,700 for the 2021-2022 Academic year.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The Deputy Director of Environmental Affairs is tasked with supporting the Director of Environmental Affairs in facilitating discussions and actions that advance CSU's commitment to environmentalism and sustainability, with the long-term goal of carbon neutrality. The Deputy Director will help curate resources that can educate the student body on environmental matters. This individual should have an introductory understanding of environmentalism, and they should have a curiosity to advance CSU's environmental goals. This individual should have a general understanding of sustainability practices at CSU and should be aware of the three pillars of sustainability: environmental, social, and economic sustainability.

Supervision:

The Deputy Director of Environmental Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, Deputy Chief of Staff, and Director of Environmental Affairs.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Environmental Affairs in accomplishing department goals and tasks.
- Attend weekly Department of Environmental Affairs meetings.
- Attend weekly cabinet meetings on Wednesdays at 5:00-5:30pm.
- Attend regular meetings with members from the Office of the President.

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Associated Students of Colorado State University

- Work with Director of Environmental Affairs to complete weekly reports.
- Attend Zero Waste Team meetings as well as actively participate in Zero Waste Team events.
- Organize and plan—in consultation with other involved parties—the Zero Waste symposium. The Zero Waste Symposium is an event focused on waste stream sustainability throughout Colorado State University.
- Maintain contact and collaboration with the Post Landfill Action Network.
- Explore opportunities to bring more accessible compost bins to various areas on campus.
- Work with Deputy Director of University Affairs and the Department of Horticulture to advance nutritional and horticultural literacy among CSU students. Maintain and oversee existing community gardens, and explore new potential locations, to generate knowledge and commitment for horticulture and sustainable agriculture.
- Work with the Deputy Chief of Staff to ensure that the CSU student body is aware of ongoing projects and initiatives.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Work on creating equity and accessibility in CSU green initiatives.

General Tasks and Responsibilities:

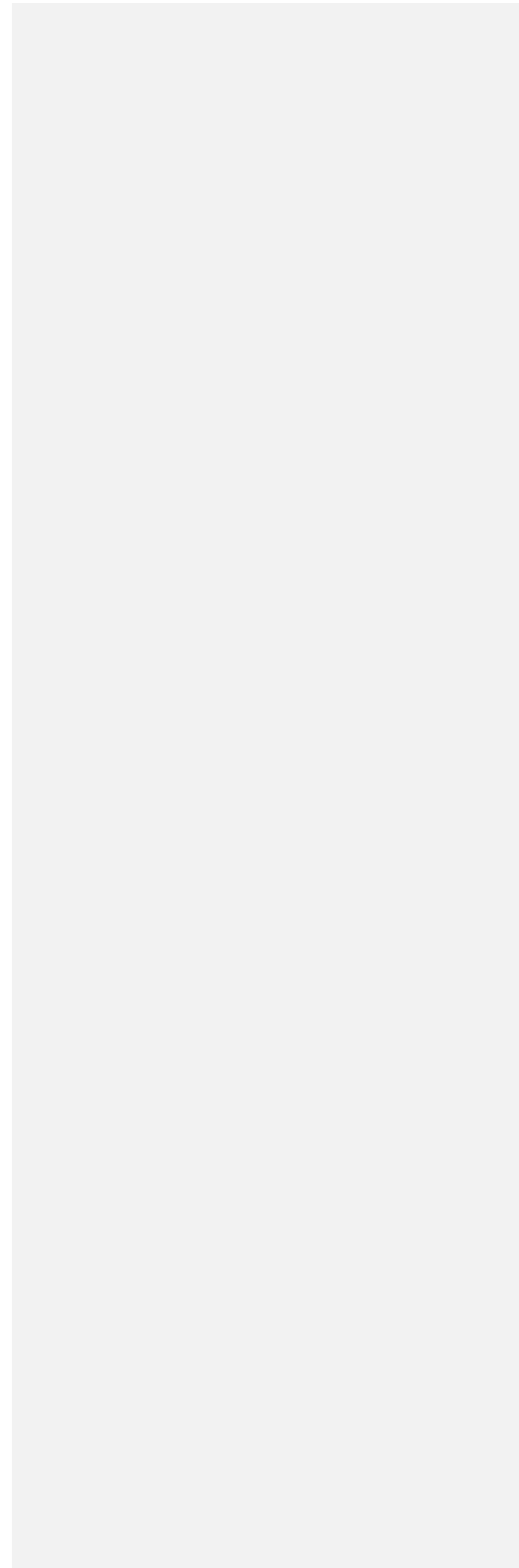
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional .
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Director of Environmental Affairs in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of sustainable practices. Aware of the three pillars of sustainability.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU Job Description
Associated Students of Colorado State University

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ASCSU Job Description
Associated Students of Colorado State University

Director of Finance

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Finance shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Finance is responsible for providing guidance on issues pertaining to the oversight and maintenance of financial matters of ASCSU. The Director of Finance will also chair the Board for Student Organization Funding (BSOF) which provides funding to student organizations on an as-needed basis. It is important that the Director of Finance is familiar with account and financial oversight, as well as general CSU financial policies.

Supervision:

The Director of Finance is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer - Job Specific Tasks and Responsibilities:

- Is expected to work 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Prepare Fall/Spring Board for Student Organization Funding (BSOF) recruitment process, and ensure this process is representative of our diverse student body.
- Prepare BSOF for groups that have events early in the fall semester. This process is outlined in the BSOF bylaws.
- Prepare Travel Grant application and bylaws for Fall/Spring semester.
- Coordinate with the ASCSU administrative assistant to ensure all payroll matters are in order.
- Prepare and understand all BSOF bylaws. Prepare the BSOF application.
- Develop a working relationship with relevant SLiCE staff members.
- Work with the Vice-President and leadership at RMSMC to create more transparency around the ASCSU/RMSMC contract, including formal request for itemized breakdowns of expenditures

ASCSU Job Description
Associated Students of Colorado State University

from the \$720,000+ that is allocated annually. Work with the Director of University Affairs in their initiative to bring more transparency to CSU's investment portfolio.

- Work with the Housing Security Specialist to evaluate the financial feasibility of the proposed ASCSU rent-recovery program.
- Assist the Director of Marketing, and relevant third-party vendors, to implement financial transparency on the ASCSU webpage(s).
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Advise members of ASCSU on fiscal responsibility and expenditure efficacy.
- Serve as a resource for any departments making purchases.
- Support ASCSU and BSOF projects where funds are spent on initiatives that promote diversity and inclusion.
- Chair the Board for Student Organization Funding.
- Recruit BSOF members that represent our diverse student body.
- Submit BSOF balance reports to the ASCSU President after every BSOF meeting.
- 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.
- Maintain an effective working relationship with SLiCE Accounts and the BSOF advisor.
- Assist student organizations in finding co-sponsorships and alternative funding methods.
- Ensure that appropriate funding reviews take place among ASCSU funded organizations.
- Other financial duties as assigned by the Office of the President.
- Serve as the head ASCSU accountant in collaboration with the SLiCE office.
- Coordinate with the Deputy Director of Finance to ensure proper executive representation at Senate and the Budgetary Affairs Committee.
- Chair the Travel Grant Committee and work with students applying for funding. In the event the Director cannot chair the committee, they shall nominate someone to chair on their behalf. Director of Finance must, at a minimum, be present for meetings.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Work with the Budgetary Affairs Chair to have an open line of communication between the Legislative and Executive Branches.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Finance can assist with to further the missions of CSU students.
-

ASCSU Job Description
Associated Students of Colorado State University

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Graduate Affairs

Shall receive compensation of \$3,700 for the 2021-2022 Academic year.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Graduate Affairs shall be the President of the Graduate School Council. The candidate will be enrolled in at least one (1) on-campus credit at Colorado State University and must be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Deputy Director of Graduate Affairs is responsible for providing graduate student representation across all areas of campus. The Deputy Director of Graduate Affairs will also report current situations involving graduate students to the President. Per the mission statement listed on the graduate student website, the mission of the Deputy Director of Graduate Affairs shall be “to drive academic excellence and promote a quality graduate education for all students.” It is important that the Deputy Director of Graduate Affairs is familiar with various methods of gathering public opinion.

Supervision:

The Deputy Director of Graduate Affairs is directly accountable to the Students of Colorado State University via the ASCSU Office of the President and the Graduate Student Council.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Attend all GSC meetings and arrange a monthly meeting with the officers of GSC.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend weekly meetings with the Deputy Director of University Affairs.
- Complete weekly reports.
- Give a report of all GSC meetings to the Office of the President.
- Collaborate with GSC in the crafting of and advocacy for Senate legislation.
- Collaborate with the Speaker of the Senate and other executive departments to ensure continued graduate student engagement in ASCSU.

ASCSU Job Description
Associated Students of Colorado State University

- Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to Directors and Associate Directors to talk about diversity and inclusivity in the graduate school.
- Work with the Vice President to ensure proper use of graduate student fees.
- Develop a comprehensive plan to financially assist graduate students in research, travel, and programming.
- Work with the President to address general graduate concerns.
- Advocate for diversity and inclusion in the Graduate School.
- Meet with the Dean of the Graduate School to talk about students concerns, including diversity and inclusion concerns in the Graduate School.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Develop an action plan for fall and spring programming with ASCSU graduate funds.
- Develop a cohesive plan to ensure ASCSU governing documents are more accessible to graduate student involvement.
- Work closely with the ASCSU Vice-President and Director of Marketing to better market the student-fee-funded resources available to graduate students, with the long-term goal of separating student fees into two categories: undergraduate and graduate, in order to ensure that student fee resources are being effectively utilized to support graduate students.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in Diversity and Inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Must be the President of Graduate Student Council.
- Ability and interest to represent students of Colorado State University.

ASCSU Job Description
Associated Students of Colorado State University

- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Director of Health

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Health shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Health is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Director of Health will work to find out the struggles that CSU students are facing because of COVID-19 and introduce plans to help students during the pandemic. The Director of Health will also lead ASCSU in creating policies and programs that benefit the health and safety of students. It is important that the Director of Health is familiar with health initiatives on campus, as well as the strategies needed to serve at-risk populations at CSU. This individual should have a commitment to the health and wellbeing of the student body, and a specific desire to advance mental health and food security resources.

Supervision:

The Director of Health is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer – Job Specific Tasks and Responsibilities:

- Work a minimum of 10 hours per week. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Meet with members of the Pandemic Preparedness Team on an ongoing basis to assess areas of need.
- Work with Jody Donovan, Brad Johnson, Jen Collier, and any other relevant stakeholders to further develop the testing incentives program, with the long-term goal of transitioning to vaccine-incentives, if the opportunity arises.
- Work closely with the Director of Traditions and Programs to advise the department on the viability of planned safety measures for Fall/Spring events.

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Associated Students of Colorado State University

- Develop a strategy report outlining the department's Fall/Spring plans for COVID relief/prevention, mental health, and food security.
- Meet with liaisons from the CSU Health Center on a bi-weekly basis to assess the plans for the Fall/Spring semester, relating to COVID relief and mental health
- Acknowledge the inequities facing BIPOC and other marginalized communities within the medical practices and spaces, and work toward meaningful solutions.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Serve as a Member of the Student Health Advisory Committee or another campus group engaged in student wellbeing.
- .
- Continue the work to create a personal protection equipment pantry for students to provide masks, hand sanitizer, and thermometers.
- If applicable, work to improve quarantine conditions for students in dorms.
- Work with the Food Security Specialist to combat food insecurity.
- Work to enhance and promote the Positive Impact program throughout CSU.
- Assist the SLiCE office and Rams Against Hunger in maintaining the Pocket Pantry Program. Aid in the Swipe Out Hunger program.
- Support the SLiCE's Mobile Food Pantry program.
- Assist in additional assigned tasks as necessary.
- Develop other programs and plans to address health concerns on campus. Explore the possibility of an ASCSU fitness event.
- Work with CSU's Student Veteran Organization to sponsor and support the Operation Bearhug Event, aimed at raising awareness for mental health resources and suicide prevention.
- Work with CSU stakeholders and the Director of Marketing to amplify STD testing, resources, and overall marketing.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Acknowledge the inequities facing BIPOC and other marginalized communities within the medical practices and spaces, and work toward meaningful solutions.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Health can assist with to further the missions of CSU students.

ASCSU Job Description
Associated Students of Colorado State University

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General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval.

ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Health

Shall receive compensation of \$3,700 for the 2021-2022 Academic year .

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Health shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of Health is responsible for supporting the department director in promoting the health and safety of all CSU students through education, awareness, and programming. The Deputy Director of Health will also lead ASCSU in creating policies and programs that benefit the health and safety of students. It is important that the Deputy Director of Health be familiar with health initiatives on campus, as well as the strategies needed to serve at-risk populations at CSU. This individual should have a commitment to the health and wellbeing of the student body, and a specific desire to advance mental health and food security resources.

Supervision:

The Deputy Director of Health is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff, and Director of Health.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Health to complete weekly reports.
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- Work with the Director of Health in furthering the personal protection equipment pantry.
- Assist the Director of Health in initiatives to combat food insecurity.
- Assist the Director of Health in additional assigned tasks as necessary.
- Put on Health-Related Events, ensure all events are accessible to all students.

ASCSU Job Description
Associated Students of Colorado State University

- Acknowledge the inequities facing BIPOC and other marginalized communities within the medical practices and spaces, and work with the Director of Health toward meaningful solutions.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description
Associated Students of Colorado State University

Food Security Specialist

Shall receive compensation of \$3,700 for the 2021-2022 Academic year .

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Food Security Specialist shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Food Security Specialist is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Food Security Specialist will also lead ASCSU in creating policies and programs that benefit the health and safety of students, especially those facing food insecurity. It is important that the Food Security Specialist be familiar with health initiatives on campus, as well as the strategies and resources to best support students facing food insecurity. The Food Security Specialist shall serve as a direct liaison to the Rams Against Hunger program, in order to advance shared goals.

Supervision:

The Food Security Specialist is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff, and Director of Health.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Health in accomplishing department goals and tasks.
- Attend weekly cabinet meetings on Wednesday from 5:00-5:30pm.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Health to complete weekly report.
- Implement and maintain Pocket Pantries across the CSU campus in Collaboration with the Director of Health
- Engage in partnerships and initiatives to address food insecurity in the CSU population.
- Attend weekly Department of Health meetings.
- Collaborate with the CSU Health Network to market health-related information and advocacy for students.
- Put on Health-Related events.

ASCSU Job Description
Associated Students of Colorado State University

- Work with the Director of Marketing to amplify the marketing of Rams Against Hunger, and its resources, with guidance from Director of Rams Against Hunger.
- Work collaboratively with Rams Against Hunger to establish a multi-year fundraising strategy, involving local and regional partners. Defer to the preference of the RAH Director when building the strategy.
- Chair and recruit members for the Food Security Taskforce, an interbranch collaboration tasked with addressing food insecurity within the CSU community. Ensure recruitment is reflective of our diverse student body.
- Acknowledge the disproportionate prevalence of food insecurity among BIPOC and other marginalized communities, and work with the Director and Deputy Director of Health toward meaningful solutions.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

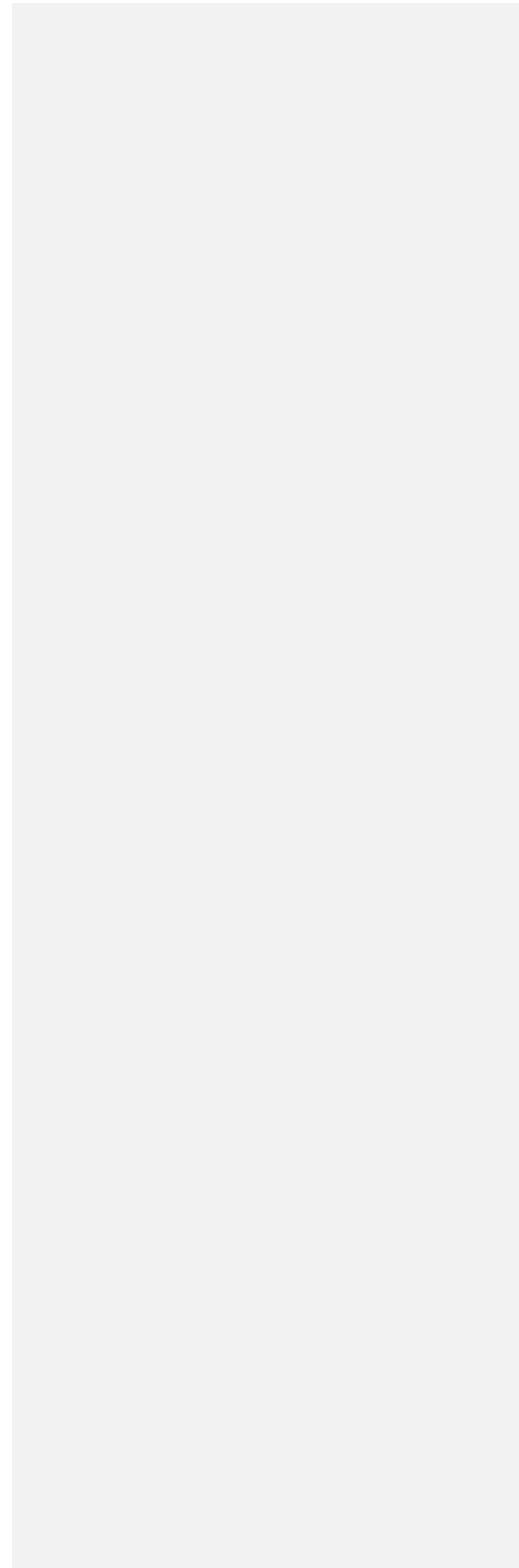
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional .
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU Job Description
Associated Students of Colorado State University

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ASCSU Job Description
Associated Students of Colorado State University

Director of Marketing

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Marketing shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Marketing is responsible for creating an effective ASCSU brand and media strategy that informs students about the purpose, functions, and programs of the organization. The Director of Marketing Strategy shall be the head of the Department of Marketing and will also oversee the maintenance of ASCSU's website as well as its social media presence. It is important that the Director of Marketing be familiar with marketing/promotional concepts and practices, social media practices, and web development. The Director of Marketing is responsible for overseeing all marketing and media activities in a supervisory and strategic role.

Supervision:

The Director of Marketing is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Summer - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend regular meetings with members from the Office of the President.
- Develop an ASCSU media strategy for the various departmental needs.
- Work with the Director of Traditions and Programs to build marketing materials for events scheduled in Fall/Spring (including virtual events).
- Work with the Housing Security Specialist to create the U+2 documentary.
- Assist the Director of Diversity and Inclusion in creating the cultural calendar.
- Work with the Department of Environmental Affairs to revamp the signage near trash and recycling bins in the Lory Student Center.

ASCSU Job Description
Associated Students of Colorado State University

- Work with the Office of the President and the ASCSU accounting team to update the ASCSU website with the New York Stock Exchange style design that shows all financial expenditures, with a comment feature for community members. In the event that an outside vendor is required for initial creation, work to maintain the system after it has been created.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly report.
- Ensure the successful implementation of the ASCSU media strategy developed over the summer.
- Coordinate a weekly meeting with members of the Department of Marketing.
- Collaborate with the Directors of Graphic Design and Multimedia. Work together to create purposeful promotional materials for ASCSU.
- Ensure timely promotion of ASCSU programs and events for all ASCSU departments/branches. Develop and consistently work to improve upon the ASCSU website as well as the brand overall.
- Collaborate with the Director of Campus Engagement and the Senate Recruitment & Retention Officer to connect students with ASCSU.
- Market all open ASCSU positions through appropriate mediums.
- Be knowledgeable of CSU graphic standards, CSU branding policy, CSU creative services, and COLAB.
- Other marketing duties assigned by the Office of the President.
- Work with department directors and deputy directors, as requested, to advance the Administration's goals.
- Work with the Vice-President to curate video and/or static content that outlines how student fees are allocated and what benefits the student fee areas offer.
- Work closely with the Deputy Chief of Staff to ensure that all departments can effectively market their projects and initiatives to external stakeholders.
- Manage the official ASCSU Instagram page(s). This does not include the Senate Instagram page. Highlight weekly projects and initiatives as needed. Make sure all posts are accessible with alt text and captions and other accessibility measures.
- Ensure the reposting and equal marketing of SDPS events and other Ram events.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students. Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Marketing can assist with to further the missions of CSU students.

ASCSU Job Description
Associated Students of Colorado State University

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General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Maintain ASCSU's social media presence.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Perform other tasks as assigned by the Office of the President.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- General knowledge of ASCSU and university issues.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Knowledge of basic Adobe Creative Cloud is preferred.

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ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Graphic Design and Multimedia

Shall receive compensation of \$3,700 for the 2021-2022 Academic year.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Graphic Design shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of Graphic Design is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization through Graphic Design. It is important that the Deputy Director of Graphic Design is familiar with marketing/promotional concepts and practices along with common graphic design platforms and software. This individual will work to support and advance the goals, projects, and initiatives of the Director of Marketing, and the broader Executive branch.

Supervision:

The Deputy Director of Graphic Design is directly accountable to the Students of Colorado State University via the Office of the President and the Director of Marketing.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work additional hours, as needed, to fulfill job duties.
- Attend weekly cabinet meetings on Wednesday's 5:00-5:30pm.
- Attend regular meetings with members from the Office of the President.
- Complete weekly report.
- Maintain the ASCSU website. Post ASCSU records on the site as needed. Explore the possibility of ASCSU disclosing its finances on the website.
- Aid in designing ASCSU brands, graphics, and materials as needed.
- Aid the Director of Marketing in developing a marketing strategy for the fall and spring.
- Arrange with the Director of Marketing and the Deputy Director of Marketing a time for weekly meetings.
- Collaborate with the Director of Marketing to create purposeful promotional materials for ASCSU.

ASCSU Job Description
Associated Students of Colorado State University

- Use content software to design graphics needed by ASCSU, ensure all graphics are accessible to all students.
- Follow all University Guidelines including diversity, equity, and inclusion initiatives.
- Ensure all projects are accessible to all students.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned by Office of the President.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

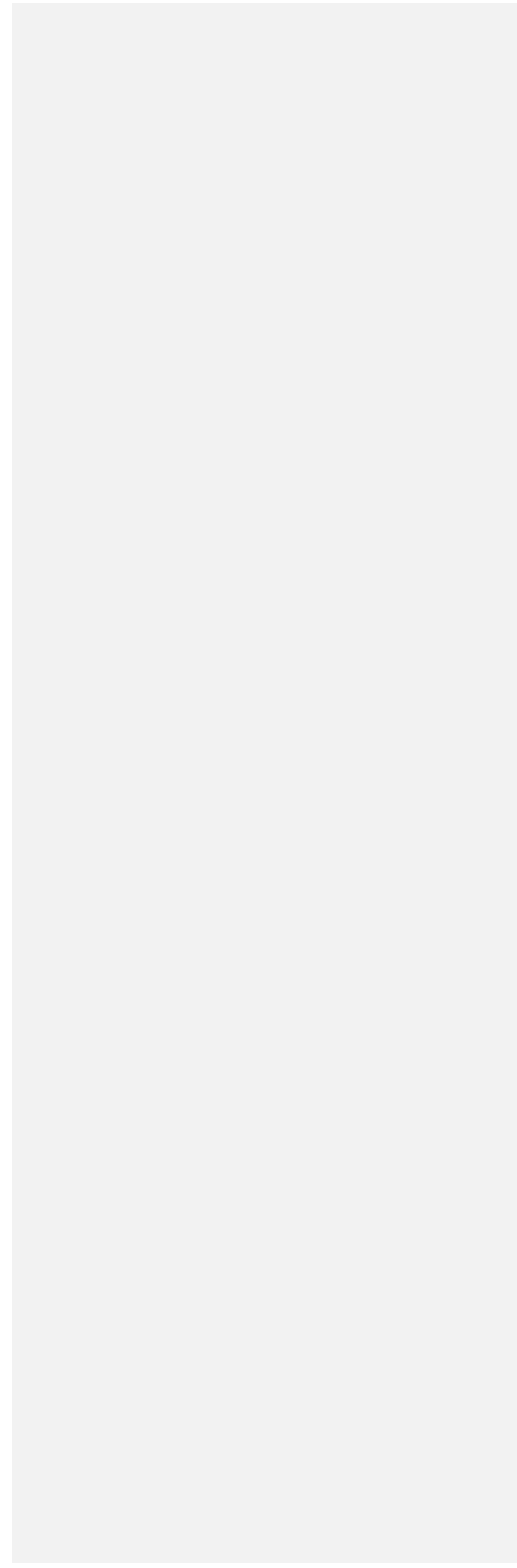
Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Working knowledge of Adobe Creative Cloud (including but not limited to; InDesign, Photoshop, Illustrator, Premiere)
- Brief portfolio of design examples and projects (freedom to provide visual, however works for you)
- Ability to meet short-deadlines when needed, infrequently, same-day design work may be required.
- Familiarity with basic video editing.

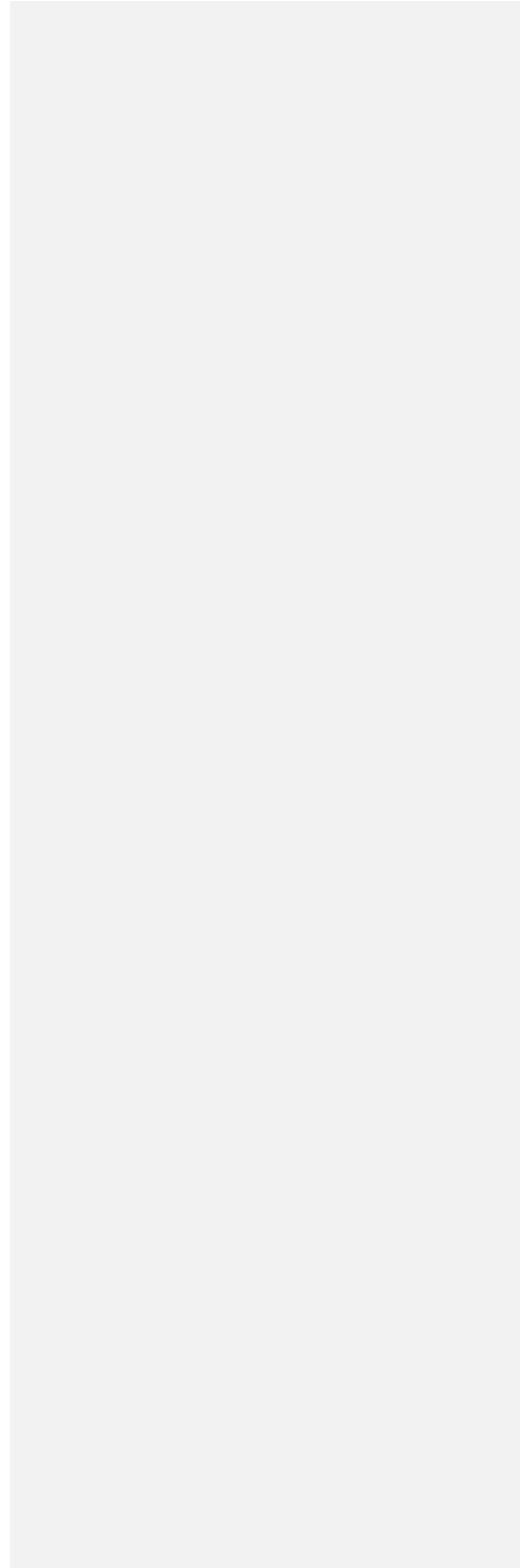
ASCSU Job Description
Associated Students of Colorado State University

- Familiarity with proper print practices; CMYK color mode, die-cut file setup, other basic file setup procedures.
- Familiarity with digital design process (file size limits/compressions, proper file dimensions for various social medias, etc.)

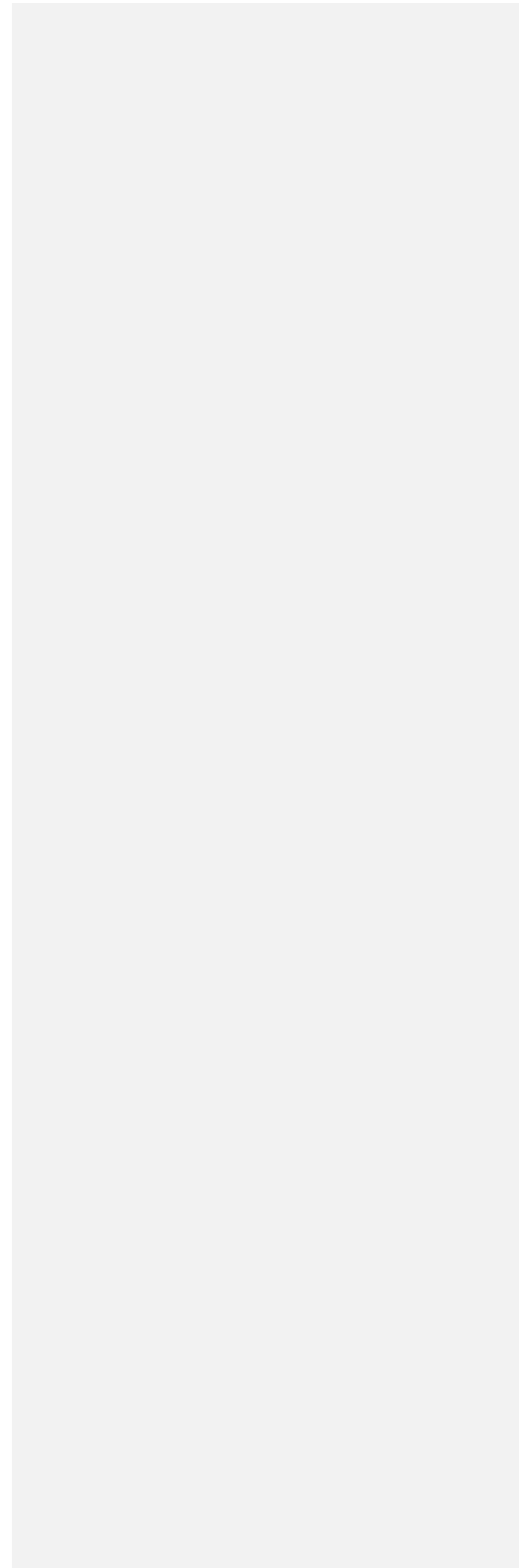
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ASCSU Job Description
Associated Students of Colorado State University



ASCSU Job Description
Associated Students of Colorado State University



ASCSU Job Description
Associated Students of Colorado State University

Director of Governmental Affairs

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by the Vice President or Chief of Staff) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Governmental Affairs shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Director of Governmental Affairs is responsible for developing and tracking legislative/regulatory priorities on a local, state, and federal level that impact the students of Colorado State University. The Director of Governmental Affairs will also respond in a timely manner to actions within the Colorado General Assembly and the federal government that affect the students of CSU in a manner that promotes civic engagement. It is important that the Director of Governmental Affairs is familiar with the legislative process pertaining to higher education, and should be familiar with how the Fort Collins government functions, particularly the City Council and City Manager's Office.

Supervision:

The Director of Governmental Affairs is directly accountable to the Students of Colorado State University via the ASCSU Chief of Staff, ASCSU Deputy Chief of Staff, Vice President, and President.

Summer – Job Specific Tasks and Responsibilities:

- Is expected to work 10 hours a week during the summer period.
- Develop positive relationships with key City of Fort Collins staff and officials (e.g. Council, City Manager's Office)
- Develop a cohesive plan about Fort Collins laws and policies at the direction of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Identify local laws that disadvantage the CSU student community and formulate an action plan for their revision. Alternatively, identify potential laws that could benefit the student community and assemble an agenda for their codification.
- Work closely with the Department of Environmental Affairs to advance projects and initiatives.

ASCSU Job Description
Associated Students of Colorado State University

- Develop a voter-registration strategy, with collaboration from New Era Colorado and Straayer Center, that specifically aims to increase the number of CSU students who vote in Fort Collins elections.
- Meet with every City Council member, Mayor, and the City Manager to build positive relations between the Colorado State University students and the Fort Collins community.
- Assist the Housing Security Specialist, as needed, in the creation of the U+2 documentary.
- Meet with U.S. House Representative Joe Neguse, and/or staff members, in order to advance legislative priorities.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship. **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend cabinet meetings during the school year on Wednesdays from 5:00-5:30pm.
- Attend regular meetings with members from the Office of the President.
- Compile weekly reports.
- Collaborate with Colorado State University-Pueblo and the CSU-Global Campus to coordinate lobbying efforts at the Colorado State Capitol.
- Travel throughout the state as needed for business related to state policy or student governmental policy.
- Track relevant Colorado General Assembly and Federal Bills daily and present this to LSAB.
- Organize and recruit responsible and professional students from the student body at large to assist in lobbying efforts at the Capitol if necessary.
- Develop an understanding of Colorado State University's legislative effort in order to educate the students on their occurrences.
- Develop a working relationship with the ASCSU lobbyist, CSU lobbyist, State Legislator, and the Colorado Congressional delegation to represent the interests of students.
- Maintain regular communication with the ASCSU lobbyist while the State Legislator is in session.
- Serve on the Intercollegiate Council.
- Communicate with the President regarding information for the Intercollegiate Council.
- Actively attend Colorado Student Government Coalition (CSGC) meetings, alongside the ASCSU President.
- Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
- Plan at least one "Day At the Capitol" event for students to travel to the Colorado State Capitol to meet legislators, and participate in the legislative process, subject to COVID guidelines. Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.
- Serve as Chair of the Legislative Strategy Advisory Board (LSAB).
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- Lobby on behalf of students to change, amend, eliminate, or support city ordinances that impact students.
- Meet with various committees, boards, and commissions informing them of current local issues and updates to keep students informed of any changes that directly affect them.
- Serve or select representatives for committee service as requested by the City of Fort Collins Council and Staff.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.

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- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Hold one, one hour meeting per week where students, senators, and other constituents are able to share ideas and projects that the Director of Governmental Affairs can assist with to further the missions of CSU students.
-

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training.
- Attend other mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the Office of the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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Housing Security Specialist

Shall receive compensation of \$7,400 for the 2021-2022 Academic year and \$800 for the Summer semester.

All dates are generalized unless specified to complete job descriptions.

- For positions starting in Summer: Work begins on June 1st, 2021
- For positions starting in Fall: Work begins on August 13th, 2021 and ends on May 31, 2022.
- Cabinet may choose to, but will not be required to (unless otherwise specified by **the Vice President or Chief of Staff**) of the following dates:
 - November 22-26
 - December 20-24
 - December 27-31
 - January 3-7
 - March 14-18
 - Any other university sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Housing Security Specialist shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Housing Security Specialist is tasked with advancing housing affordability and housing access for CSU students. They shall serve as ASCSU's direct liaison to Off-Campus-Life and shall work collaboratively with the City of Fort Collins, elected officials, ASCSU Director of Governmental Affairs, and any other relevant stakeholders who share a commitment to housing security and housing access. Applicants for this position shall have an introductory knowledge of housing policy and a commitment to amplifying resources for CSU students facing housing insecurity, homelessness, housing irregularity, and/or unjust landlord-renter relationships. The applicant should have a basic understanding of effective storytelling regarding policy change, specifically for the U+2 documentary.

Supervision:

The Housing Security Specialist is directly accountable to the Students of Colorado State University via the Director of Governmental Affairs, ASCSU Chief of Staff, ASCSU Deputy Chief of Staff, Vice President, and President.

Summer – Job Specific Tasks and Responsibilities:

- Work 10 hours per week during the summer.
- Attend SLiCE P-Card training.

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- Develop positive relationships with City of Fort Collins staff and officials working to maximize housing security in the Fort Collins community.
- Develop a cohesive plan about Fort Collins laws and policies at the direction of the President.
- Research U+2, zoning, and the Fort Collins land-use code
- Develop relationships with leadership at Off-Campus-Life to gauge priorities and shared goals.
- Create a documentary on U+2, with collaboration from the Office of the President, Department of Marketing, RMSMC, and any other relevant stakeholders. The documentary must be informative and thoroughly researched and should include arguments in favor and against the policy, although the final recommendation should highlight some of the policy alternatives to U+2. Work to gather student stories and expert opinion throughout the process.
- Meet with each City Council member at least once during the summer to gauge their priorities and explore dialogue around U+2, housing affordability, and homelessness prevention in Fort Collins.
- Build relationships with leaders at the Chamber of Commerce to identify potential Fort Collins partners who are working to address housing insecurity.
- Attend the Fort Collins Planning and Zoning Board, Affordable Housing Board, and Parking Advisory Board on a monthly basis to advance projects and initiatives.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours per week. Work as many extra hours needed to fulfill job duties
- Attend weekly Cabinet meetings on Wednesdays from 5:00 to 5:30PM.
- Attend the Legislative Strategy Advisory Board (LSAB) meetings
- Coordinate with the Director of Off-Campus Life to support the Neighborhood Welcome Walk with emphasis on increasing ASCSU member participation.
- Work closely with Housing and Dining, and the Residential Hall Association, to curate resources for 1st year students who are planning their housing for the following year.
- Work closely with Off-Campus-Life and the Good Neighbor program to increase lease transparency and landlord accountability for CSU students in Fort Collins, with specific emphasis on marketing the Good Neighbor program to the student body.
- Work with relevant stakeholders on campus to conduct surveys and assessments of various student groups at CSU to determine the level of housing security within the community.
- Work with the Department of Marketing to curate video and static content that help CSU students self-identify housing insecurity, with emphasis on available resources. Make sure all content is accessible to all students, including alt text and captions.
- Work to develop a rent-recovery program that can support students who are facing financial insecurity. The program should act as a grant-giving initiative aimed at supporting students who are unable to pay for rent or utilities in a given month. There must be demonstrated need and the program should be designed with guidance from the Office of Financial Aid.
- Work to amplify marketing, awareness, and resource-utilization among CSU students facing housing insecurity. Research and build relationships with the coordinators of Fort Collins area resources: Housing Navigator at CSU, 137 Homeless Connection, Fort Collins Rescue Mission, CARE Housing, Habitat for Humanity, and Housing Catalyst.
- Create a U+2 alternative policy recommendation for the City of Fort Collins that ensures community and neighborhood livability. This recommendation should be created in collaboration with City of Fort Collins staff and the Director of Governmental Affairs, and it should consider

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the grievances of Fort Collins residents regarding parking violations, noise complaints, and other related issues that have caused U+2 to remain. The recommendation should highlight available policy tools that could disincentivize landlords from raising their rates, if U+2 was repealed or revised.

- Attend the Fort Collins Planning and Zoning Board and the Affordable Housing Board on a monthly basis to advance projects and initiatives.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

General Tasks and Responsibilities:

- Attend mandatory trainings.
- Perform other tasks as assigned.
- Attend Cabinet meetings at least once per month. Send any necessary weekly updates to Director of Governmental Affairs.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- Respond to all correspondence in no later than three business days.
- Maintain a work area that is professional.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
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Basic Qualifications:

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