



**THE ASSOCIATED STUDENTS OF COLORADO STATE
UNIVERSITY**

**SPECIAL SESSION OF THE FIFTY-SECOND SENATE
3 MAY 2023**

**BILL 5224
Executive Job Descriptions**

NOTICE: *A signature to sponsor means that you only wish for the legislation to be heard, a signature to endorse means that you support the contents and/or actions of this legislation.*

WRITTEN BY: Nicholas DeSalvo, ASCSU Speaker of the Senate, ASCSU President-Elect; Alex Silverhart, Director of Health and Wellness, ASCSU Vice President-Elect

COLLABORATED WITH:

SPONSORED BY: Haydyn Deason, Chief of Staff; Theo Reese, Senator, College of Liberal Arts; Kyle Hill, Senator, College of Veterinary Medicine and Biomedical Sciences; Grace Sjaastad, Associate Senator, College of Liberal Arts; Elijah Sandoval, Vice President; Clay Kimberling, Associate Senator, College of Liberal Arts; Faraaz Bukhari, Recruitment and Retention Officer

ENDORSED BY:

ABSTRACT: This bill seeks to update the Executive Job Descriptions for the 2023-2024 academic year

WHEREAS

Each year, the incoming administration is tasked with editing or adding to the Executive Cabinet job descriptions; and,

WHEREAS

Due to budget issues this year, some cabinet positions had to either be cut or changed into deputy roles; and,

WHEREAS

Some job descriptions that do not yet have money allocated to them exist in case extra money opens up at the start of the 2023-2024 term through the expiration of sunset clauses and unused funds from the previous administration; so,

THEREFORE, BE IT HEREBY ENACTED

That this document serves as a compilation of the 2023-2024 Executive Cabinet Job Descriptions; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be forwarded to Amy Parsons, President, Colorado State University President; Dr. Blanche Hughes, Vice President for Student Affairs; Rob Long, ASCSU President; Jess Dyr Dahl, ASCSU Advisor; Jessi Sholts, ASCSU Advisor

**PASSAGE AND ENACTMENT OF BILL 5224
SPECIAL SESSION**

APPROVED VIA UNANIMOUS CONSENT **3 MAY 2023**

SENATE PASSAGE **DATE**

ASCSU PRESIDENT ROBERT LONG **DATE**

RESOURCES

Use this section to place any relevant citations and/or resources used in the producing of this legislation.

THAT THIS LEGISLATION SHALL BE FORWARDED TO

Amy Parsons, President of Colorado State University
Tony Frank, Chancellor of the CSU System
Blanche Hughes, CSU Vice President for Student Affairs
Jess Dyrdaahl, ASCSU Advisor
Jessi Sholts, ASCSU Administrative Assistant
Robert Long, ASCSU President

ARCHIVE INFO [Parliamentarian Use Only]

INTRODUCTION DATE/SESSION:

ARCHIVE DATE:

COMMITTEE'S REVIEWED:

MONETARY? Y/N

President

Shall receive compensation of \$11,500 for the 2023-2024 Academic year and \$3,100 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break
- 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 is in good standing with ASCSU and Colorado State University at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

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. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- 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 the SDPS Directors and/or Assistant Directors on a monthly basis alongside the ASCSU Vice President.
- 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 2023-2024 term.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.
- Work with the Vice President to ensure that SFRB's documentation is up to date.
- Work with the Vice President to prepare to find candidates for joining SFRB in the Fall.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs. 10 hours of which are required inside the ASCSU office or available via a remote meeting platform.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Delegate appropriate tasks to members of the Executive Cabinet department.
- Act as the personnel authority and supervisor of all Executive Branch Members.
- Make final decisions regarding hiring of Executive branch members.
- Meet as needed with other members of ASCSU.
- Act as a resource for members within ASCSU to ensure programs and projects are carried out effectively and efficiently.
- Approve and aid the Chief of Staff 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.
- 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, presented on the Senate floor, and distributed via necessary communication channels, for the student body to review.

- Meet with the SDPS Directors and/or Assistant Directors on a monthly basis alongside the ASCSU Vice President.
- Ensure that the Land Acknowledgement is read at the beginning of every Cabinet meeting.
- 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 offer the Vice President, and secondarily the Chief of Staff to attend on their behalf.
- The President shall attempt to attend City Council meetings on a monthly basis, alongside the Director of Governmental Affairs and the Business and Community Liaison.
- Attend all Board of Governors meetings. In the event the President cannot attend, they shall nominate a member of ASCSU to attend on their behalf, with the first choice given to the 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.
- Aide the Director of Governmental Affairs however they need to 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 with the Business and Community Liaison and the Vice President 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 each Executive department at least once a month, alongside the Chief of Staff and Vice-President.
- Aid the Vice President in finding members for SFRB and train them on student fee policies.
- Co-Chair meetings of SFRB with the 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Attend Cabinet meetings.
- Work to promote the mission of ASCSU by being a steward of ASCSU student fees both internally and externally.
- Respond to all correspondence 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 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging other ASCSU officials to attend said events.
- Ensure 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.
- Post office hours to the ASCSU Website and the office hour bulletin board.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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 are 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.

Vice President

Shall receive compensation of \$10,350 for the 2023-2024 Academic year and \$2,900 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break
- 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 is 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 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 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 a minimum of 15 hours per week. Contribute as many extra 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.
- Work with the Deputy Director of Marketing to plan a marketing strategy for SFRB membership.
- Prepare to find candidates for joining SFRB in the Fall.

- Attend SLiCE P-Card training.
- Act as an account signer for financial document approvals.
- Aid the Chief of State in planning the ASCSU fall retreat. Coordinate with the ASCSU Administrative Assistant, the Speaker of the Senate and other Legislative Branch Leadership, the Chief Justice and other Judicial Branch Leadership, the Vice President, the Chief of Staff, and other professional staff for the retreat.
- Organize the ASCSU Office as seen fit.
- Establish a healthy and productive work environment for staff.
- Work with the President and other members of the Executive Cabinet to compile an Executive Plan of Action for the 2023-2024 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.
- Work with the Business and Community Liaison and the President 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 the SDPS Directors and/or Assistant Directors on a monthly basis alongside the ASCSU President.
- Edit and update the Executive Bylaws.
- Ensure the Chief of Staff is following all accountability measures.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs. 8 hours of which are required inside the ASCSU office or available via a remote meeting platform.
- Attend weekly meetings with the Office of the President.
- Find members for SFRB and train them on student fee policies.
- Chair meetings of SFRB.
- Work with the Deputy Director of Marketing to implement the planned marketing strategy for SFRB membership.
- Act as an account signer for financial document approvals.
- Delegate tasks to the appropriate Executive Cabinet department. Still complete all necessary job duties.
- Meet as needed with other members of ASCSU.
- 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.
- 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.
- Work alongside the 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.
- Work closely with the ASCSU Deputy Director of Graduate Affairs and the 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.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.
- Ensure the Chief of Staff is following all accountability measures.

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, including any trainings required by the Senate to maintain speaking rights.
- Attend Cabinet meetings during the school year.
- Work to promote the mission of ASCSU by being a steward of ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conducive to a productive work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Aid the Chief of State in planning all ASCSU retreats.
- Post office hours to the ASCSU Website and the office hour bulletin board.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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 are 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.

Chief of Staff

Shall receive compensation of \$8,740 for the 2023-2024 Academic year and \$1,920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break
- 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.

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. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly meetings with the rest of the Office of the President.
- Attend SLiCE P-Card training.
- Act as an account signer for financial document approvals.
- Aid the Chief of State in retreat planning. Coordinate with the ASCSU Administrative Assistant, the Speaker of the Senate and other Legislative Branch Leadership, the Chief Justice and other Judicial Branch Leadership, the Vice President, the Chief of Staff, and other professional staff for the retreat.
- Work with the ASCSU Senate Recruitment and Retention Officer to update and print the Green and Gold book prior to the fall retreat. Ensure these are given to every member of ASCSU.
- Assist the ASCSU President and Vice President with any delegated tasks.
- Establish a healthy and productive work environment for staff.
- Assist the Vice President in organizing the 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 and Spring 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.
- Working with the Deputy Chief of Staff to create the plan of department meetings.
- Work with the ASCSU Senate Recruitment and Retention Officer to update and print the Green and Gold book prior to the fall retreat. Ensure these are given to every member of ASCSU.
- Ensure all members of the Executive Cabinet are following accountability measures.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, a minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Post office hours to the ASCSU Website and the office hour bulletin board.
- 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.
- 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.

- Develop and facilitate performance evaluations of Cabinet Members once per semester. Deliver these performance evaluations to the ASCSU Advisors.
- Compile weekly ASCSU reports by Friday by 6:00PM and submit them to relevant parties after approval from the President.
- Manage conflict resolution through administrative standard disciplinary systems.
- Attend meetings for the ASCSU President and ASCSU Vice President as an ASCSU representative if asked.
- Build and maintain relationships internal and external to the organization.
- Ensure Executive staff have a clear path of personal and professional development.
- Serve as a Legislative Correspondent to ASCSU.
- Attend department meetings.
- Ensure all members of the Executive Cabinet are following accountability measures.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory training(s) as needed, including any training(s) required by the Senate to maintain speaking rights.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU by being a steward of ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conducive to a productive work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g., a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
- At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
- This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
- This warning shall include possible solutions to address the concern.
- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
- This warning shall be forwarded to advisors.
- This warning shall bring attention to the urgency of the concern.
- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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.

Secretary of State

Shall receive compensation of \$8,740 for the 2023-2024 Academic year and \$1,920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023.
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Chief of State shall be students enrolled in at least one (1) on-campus credit at Colorado State University and is 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 Chief of State is responsible for acting as Press Secretary of the Executive Branch. They are in charge of planning internal ASCSU engagement events such as the ASCSU Fall and Spring retreats and the Inaugural Ball. The Chief of State must be familiar with human resource and managerial skills.

Supervision:

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

Summer – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours per week during the summer period. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly meetings with the rest of the Office of the President.
- Attend SLiCE P-Card training.

- Plan the ASCSU Retreat in collaboration with the Director of Campus Community with help from the Chief of Staff. Coordinate with the ASCSU Administrative Assistant, Legislative Branch leadership, Judicial Branch leadership, Executive Branch leadership, and other professional staff for the retreat.
- Build and maintain relations with Rocky Mountain Student Media and other media outlets.
- Establish a healthy and productive work environment for staff in collaboration with the Chief of Staff and Vice President.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.
- Work with the Chief of Staff to create and plan bi-weekly meetings with each Executive Department.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek, a minimum of 6 hours of which are required inside the ASCSU office. or available via a remote meeting platform. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly meetings with the Office of the President as assigned.
- Meet with members of the other ASCSU branches to learn about current and ongoing projects.
- Ensure equal representation of SDPS projects.
- Be the most up-to-date on information on happenings within ASCSU.
- Build and maintain relations with Rocky Mountain Student Media and other media outlets.
- Meet with members of Rocky Mountain Student Media Corporation to share projects and happenings for transparency.
- Ensure the information posted about ASCSU is up-to-date and accurate.
- Act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Attend weekly Senate Sessions, at least in a virtual capacity; keep up to date with what is happening in the Senate.
- Aid the Chief of Staff in developing performance evaluations of Cabinet Members once per semester.
- Aid the Chief of Staff in weekly reports that are due on Fridays at 6:00PM.
- Complete any delegated tasks in a timely manner.
- Manage all contacts needed for the success of the Executive Branch.
- Attend department meetings.
- Plan the Inaugural Ball beginning in the Fall semester.
- Reach out to departments and assist in any upcoming events.
- Work with each department on creating intern job descriptions and creating applications/interviewing potential interns with the directors of each department.

- Work with the Deputy Director of Finance to ensure knowledge of all financial endeavors.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Assist in recruiting interns for the executive branch.
- Maintain a work area that is professional and conducive to a productive work environment.
- Present a professional image of ASCSU.
- Post office hours to the ASCSU Website and the office hour bulletin board.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:

- At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
- This warning shall be documented for the Office of the President's records but shall not be sent to advisors.
- This warning shall include possible solutions to address the concern.
- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
- This warning shall be forwarded to advisors.
- This warning shall bring attention to the urgency of the concern.
- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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.

Director of Traditions and Programs

Shall receive compensation of \$8,510 for the 2023-2024 Academic year and \$920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Traditions and 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.

General Responsibilities:

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

Summer – Job Specific Tasks and Responsibilities:

- Contribute 5 hours per week during the summer period. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Develop an academic year programming and marketing calendar with the Director of Marketing and the Director of Campus Community.
- Begin planning large events to occur during the school year such as grill the buffs and homecoming. 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 2023-2024 academic year.
- Build relationships with Housing and Dining and the leadership of the Residential Hall Association in order to build an engaging environment for incoming students.
- Work closely with CSU Orientation and Transition Programs and the Director of Campus Community, 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.
- 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.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend the weekly Cabinet meetings.
- Attend regular meetings with members from the Office of the President.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings.
- Coordinate meetings with other departments to ensure the Executive branch properly reaches the campus community.
- 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.
- Work with the Pride Resource Center to sponsor and aide their Drag Show events.
- Assist the Director of Campus Community with planning volunteer opportunities.
- 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.
- 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.

- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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 Traditions & Programs

Shall receive compensation of \$3,700 for Fall/Spring semesters.

General Eligibility:

All applicants for the Deputy Director of Traditions & Programs shall be students enrolled in at least one (1) 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 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. ● ~~Plan at least 2 each semester volunteer and service opportunities for ASCSU members to take part in.~~ [Dy1]
- 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.
- Develop ideas for new traditions and events at CSU. Propose these ideas to the Director of Traditions & Programs.

ASCSU Job Description

Associated Students of Colorado State University

- Collaborate with the Senate to assist with the planning and implementation of programming in the Legislative branch.

[Dy2] ● 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, 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.
- 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. Dates TBD.
- Attend other mandatory trainings as directed.
- 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.
- Maintain a work area that is professional ~~and conducive to a pleasing work environment~~.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.

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.

Director of Finance

Shall receive compensation of \$8,510 for the 2023-2024 Academic year and \$920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023 and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- 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.

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 Chief of State.

Summer - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 10 hours per week during the summer. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend SLiCE P-Card training.
- 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, Chief of State, and leadership at Rocky Mountain Student Media Corporation (RMSMC) to create more transparency around the ASCSU/RMSMC contract, including a formal request for itemized breakdowns of expenditures from the \$720,000+ that is allocated from ASCSU to RMSMC annually.
- Work with the Housing Security Specialist to eliminate rent-gauging and other inequitable rent problems affecting the CSU community.
- Assist the Department 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.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- Attend regular meetings with members from the Office of the President.
- Act as an account signer for financial document approvals.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings.
- Advise members of ASCSU on fiscal responsibility and expenditure efficacy.
- Serve as a resource for any departments making purchases.
- Support ASCSU and BSOF projects, especially on those 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 Financial representation at the Senate and the Budgetary Affairs Committee.
- Aid the Deputy Director of Finance in working with students applying for funding.
- 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.
- Work with the Budgetary Affairs Committee Chair to have an open line of communication between the Legislative and Executive Branches in regard to finances.
- 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.

- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Deputy Director of Finance

Shall receive compensation of \$4,255 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Finance shall be students enrolled in at least one (1) 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.

General Responsibilities:

The ASCSU Deputy Director of Finance serves as a resource for CSU students in need of funding while also working under the Director of Finance to keep records of all ASCSU financial accounts. The Deputy Director of Finance also chairs the Travel Grant Committee that offers travel funding to CSU students. It is important that the Deputy Director of Finance is familiar with general accounting practices and knows general university financial policies.

Supervision:

The Deputy 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, Chief of State, and Director of Finance.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office or via a virtual meeting platform. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend SLiCE P-Card training.
- Assist the Director of Finance in accomplishing department goals and tasks.
- Serve as a financial representative to the ASCSU Senate and offer financial clarification to the Budgetary Affairs Committee.
- Chair the Travel Grant Committee and work with students applying for funding. In the event the Deputy Director cannot chair the committee, they shall nominate someone with a relevant job description and a member of ASCSU, to chair on their behalf. The Deputy Director of Finance must, at a minimum, be present for meetings.
- Keep track of ASCSU financial accounts at the discretion of the Director of Finance.
- Work closely with the Chair of the Budgetary Affairs Committee to ensure they are up-to-date on all financial endeavors.
- Attend BSOF meetings as an ex-officio member to remain informed about financial happenings.
- Work closely with the Chief of State to ensure knowledge of all financial endeavors.
- Maintain an accurate and public document with current budget standings for transparency to all of ASCSU and the student body.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conducive to a productive work environment.

- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of financial practices.
- 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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.

- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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.

Director of Health

Shall receive compensation of \$8,510 for the 2023-2024 Academic year and \$920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Health and Wellness shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Director of Health and Wellness is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Director of Health and Wellness 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 and Wellness 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 and Wellness is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Chief of State.

Summer – Job Specific Tasks and Responsibilities:

- Work a minimum of 10 hours per week. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- 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 closely with the Director of Traditions and Programs to advise the department on the viability of planned safety measures for Fall/Spring events.
- 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
- Work to find, bring awareness to, and create equitable solutions for the inequities facing non-privileged individuals within medical spaces such as: fatism in the medical world, service animals and mobility aides being seen as giving up, intellectual disabilities being seen as faking it, mental health and mental illnesses are attention seeking, etc.
- 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.
- 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. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- Attend regular meetings with members from the Office of the President.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings..
- Serve as a member of the Student Health Advisory Committee and any other campus groups engaged in student wellbeing.

- Continue the work to create a personal protection equipment pantry for students to provide masks, hand sanitizer, and thermometers.
- Work with Rams Against Hunger to combat food insecurity alongside the Deputy Director of Basic Needs.
- 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 Food Pantry program.
- Assist in additional assigned tasks as necessary.
- Develop other programs and plans to address physical and mental health concerns on campus. Explore the possibility of an ASCSU fitness event.
- Work with CSU's Student Veteran Organization to 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.
- Work to find, bring awareness to, and create equitable solutions for the inequities facing non-privileged individuals within medical spaces such as: fatism in the medical world, service animals and mobility aides being seen as giving up, intellectual disabilities being seen as faking it, mental health and mental illnesses are attention seeking, etc.
- Establish connections with the CSU Counseling Center.
- Work to find solutions to remove the equity gap created by the limit of 6 therapy sessions per student per semester.
- Work with the Deputy Director of State Law and Policy to find solutions to increase the limit of mental health sessions allowed at the Health Center.
- 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.

- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.

- This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Deputy Director of Health

Shall receive compensation of \$3,700 for Fall/Spring semesters.

General Eligibility:

All applicants for the Deputy Director of Health shall be students enrolled in at least one (1) 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 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 ~~is be~~ familiar with health initiatives on campus ~~and at risk populations regarding health and safety.~~, 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 ~~of 7~~ 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 report.
- Work to create a survey for students on how they have been impacted by COVID-19. • Work with the Director of Health in developing a 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 Virtual Events.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.

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. Dates TBD.
- Attend other mandatory trainings as directed.
- 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.

- Maintain a work area that is professional ~~and conducive to a pleasing work environment~~. ● Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.

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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Director of Diversity & Inclusion

Shall receive compensation of \$8,510 for the 2023-2024 Academic year and \$920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- 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.

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 Chief of State.

Summer – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours per week throughout the summer. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- 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.
- Send the yearly event calendar to the ASCSU Speaker Pro Tempore.
- 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 as well as by disabled students on campus.
- Build relationships with the 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.
- 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.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs. Attend the weekly Cabinet meetings.
- Attend regular meetings with members from the Office of the President.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings..
- 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) Offices 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.
- Work 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. Extend the invitation to all members of ASCSU via the weekly email.
- 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 on the ASCSU Webpage with the key findings and work to address the accessibility shortcomings identified in the audits as well as by disabled students on campus.
- 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; at a minimum communicate with the Chair of the Diversity and Inclusion Caucus to receive information about the topics discussed in the caucus and reach out to members.
- Work with SDPS Senators and Associate Senators 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 with the Director of Academic Relations to increase accessibility around classrooms, i.e. Echo360.
- Work closely with KEY Communities, Community for Excellence, Academic Advancement Center, and Global Village for collaboration efforts to ensure that ASCSU opportunities are accessible.
- Establish connections with Hillel and other Jewish Communities on campus to bridge the gap historically established by ASCSU.
- Establish connections with the Black/African American Cultural Center to bridge the gap historically established by ASCSU.
- Establish connections with the SDPS Offices to bridge the gap historically established by ASCSU.
- 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.
- 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 and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.

- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Director of Governmental Affairs

Shall receive compensation of \$8,510 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break
- 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.

General Responsibilities:

The ASCSU Director of Governmental Affairs is responsible for leading projects that support civic engagement for CSU students. This position requires maintaining and developing collaborative relationships with political organizations across the state, including groups local to the Fort Collins area. As the head of ASCSU's Governmental Affairs Department, this individual will work closely with the Director of Housing Security and to involve students in the political process. The Director of Governmental Affairs should be familiar with the legislative process, demonstrate strong communication skills, and come into office with ideas for change. The ASCSU Director of Governmental Affairs will co-chair the Legislative Strategy Advisory Board.

Supervision:

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

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, a minimum of 5 hours of which are required inside the ASCSU Office or via a remote meeting platform. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend cabinet meetings during the school year.
- 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.
- Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
- Assist the Director of Community Affairs to promote representation at the local level of politics.

- 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.
- Serve as a co-chair of the Legislative Strategy Advisory Board (LSAB).
- Develop relations with other student governments to combine lobbying efforts in the state government.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conducive to a productive work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution and Executive Bylaws.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).

- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
- At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
- This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
- This warning shall include possible solutions to address the concern.
- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
- This warning shall be forwarded to advisors.
- This warning shall bring attention to the urgency of the concern.
- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Deputy Director of Housing Security

Shall receive compensation of \$4,255 for the 2023-2024 Academic year and \$0 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Director of Housing Security shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Deputy Director of Housing Security 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, the Department of Governmental Affairs, the Department of Basic needs, 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 an understanding or interest in effective storytelling regarding policy change.

Supervision:

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

Summer – Job Specific Tasks and Responsibilities:

- Attend SLiCE P-Card training.
- 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 aided by the Director of Governmental Affairs Develop relationships with leadership at Off-Campus-Life to gauge priorities and shared goals.
- 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.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours per week. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- Use information obtained during cabinet to compile weekly reports.
- 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 to lobby against the problems of inequity and rent-gouging happening in the Fort Collins and Colorado community. 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.
- 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.

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 the Director of Governmental Affairs.

- Work to promote the mission of ASCSU being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.

- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Director of Environmental Affairs

Shall receive compensation of \$8,510 for the 2023-2024 Academic year and \$920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- 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.

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 Chief of State.

Summer - Job Specific Tasks and Responsibilities:

- Work 10 hours per week during the summer. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- 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.
- Attend SLiCE P-Card training.
- Work closely with Housing and Dining to assess the composting and environmental practices of resident halls, while advancing shared environmental goals.
- Work with the CSU Apiculture Club.
- Gain knowledge of Native Colorado Pollinators and work to bring more knowledge of their importance and prevalence.
- Revamp the Mason Bee program on campus.
- 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 in 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 while keeping in mind accessibility surrounding the different types of lights.
- 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.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- Attend regular meetings with members from the Office of the President.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings.
- 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, especially disabled students.
- Plan events to promote environmentally friendly methods of transportation, like Bike to School/Workday. 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 and the rest of the Department of Environmental Affairs.
- Organize a bee-learning event with local beekeepers, work with the Director of Marketing to market this event to ASCSU and the student body.
- 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 residence halls, on-campus apartments, and other on-campus buildings, similar to the variety found at the Timberline Recycling Center, with the long-term goal of eliminating excess single-use plastics while allowing easy sustainability for those that require them, specifically in relation to the disabled community.

- Work with CSU Facilities, campus architects, the 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 a set percentage of CSU merchandise, handed out to incoming students, are sustainably created.
- Work with the Deputy Director of Sustainability 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.
- 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.
- Work with the Deputy Director of Sustainability and the Student Fee Review Board to work toward the creation of a sustainability student fee.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU by being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Deputy Director of Sustainability

Shall receive compensation of \$4,255 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy Director of Sustainability shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

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

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend SLiCE P-Card training.
- Assist the Director of Environmental Affairs in accomplishing department goals and tasks.
- Attend weekly Department of Environmental Affairs meetings.
- Attend weekly cabinet meetings.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Environmental Affairs to Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings.
- 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.
- Work with the Director of Environmental Affairs on Bee related initiatives.
- 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 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 Chief of State to ensure that the CSU student body is aware of ongoing sustainability 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.
- Work on creating equity and accessibility in CSU green initiatives.
- 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.
- Work with the Director of Environmental Affairs and the Student Fee Review Board to work toward the creation of a sustainability student fee.
- Organize sustainability events: Agriculture Day, Ram Welcome, Involvement expo, President's address, Fall Clean-up, Food Recovery work, Athletics events.
- Create educational material for waste sorting and train students and employees on zero waste practices.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Director of Academic Relations

Shall receive compensation of \$8,510 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break

- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the position of Director of Academic Relations shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Director of Academic Relations is responsible for providing student voice in academic affairs and initiatives across campus. The Director of Academic Relations will also collaborate with faculty members, academic advisors, and college councils to further student interests. It is important that the Director of Academic Relations has 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 Academic Relations is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Chief of State.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend Cabinet meetings.
- Attend regular meetings with members of the Office of the President.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings..
- Communicate with college council presidents to gather student input on problems. Assist in appointing students from various colleges to academic advisory boards, ensuring the appointees represent our diverse student body.
- 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.
- Work with the Office of the President and the Student Disability Center to plan ways to improve students' educational experience online.

- Develop a working relationship with the Chair of the 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 in the Faculty Council that could impact students.
- Work for all avenues of education to be accessible to all students.
- Work with the Student Disability Center to implement widespread and universal Echo360 technology and access.
- Work with the Director of Diversity and Inclusion to run and assess building audits for accessibility.
- Listen to and advocate for marginalized communities on campus for equitable academic spaces.
- Work with 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 Chief of State 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure their work in ASCSU is accessible to all students.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
- At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
- This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
- This warning shall include possible solutions to address the concern.
- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
- This warning shall be forwarded to advisors.
- This warning shall bring attention to the urgency of the concern.
- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Business & Community Liaison

Shall receive compensation of \$8,510 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:

- Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for Business & Community Liaison shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The Business & Community Liaison shall be housed under the Department of Campus Engagement and is tasked with building meaningful, sustainable partnerships between ASCSU and the businesses and nonprofits in Fort Collins. As outlined below, this individual shall serve as the primary liaison to the Fort Collins Chamber of Commerce, Small Business Bureau, Community Foundation of Northern Colorado, and volunteer groups such as Kiwanis and Rotary. This position will also serve as the direct liaison to the CSU Foundation, as well as the primary coordinator of monthly ASCSU-wide volunteer opportunities. This position will play a critical role in ensuring that ASCSU is building long-term, strategic partnerships with the business and non-profit community, while also ensuring that students' voices are being represented through business and community events and forums. This individual is responsible for reporting back to ASCSU regarding all opportunities for engagement and partnership with the aforementioned stakeholders. This individual should have strong interpersonal, networking, and communication skills and an ability to transform abstract opportunities into concrete partnerships.

Supervision:

The ASCSU Business and Community Liaison will be held accountable to the Students of Colorado State University via the Director of Campus Community, President of ASCSU, Vice President of ASCSU, Chief of Staff, and Chief of State.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings.

- Connect with the Director of Campus Community on a weekly basis and join the weekly department meetings with the Department of Community.
- Connect with the ASCSU President on a bi-weekly basis to provide updates on projects.
- Adhere to policies of CSU and ASCSU relating to diversity and inclusion.
- Conduct tasks as assigned by the Office of the President.
- Serve as the official ASCSU liaison to the Fort Collins Chamber of Commerce, Small Business Bureau, Community Foundation of Northern Colorado, Bohemian Foundation, Kiwanis and Rotary Clubs, OtterBox, SAVA, and any other related stakeholders who could serve as strategic long-term partners to ASCSU.
- Make a concerted effort to build relationships with official CSU vendors and sponsors as a part of this role (e.g. Canvas Credit Union, etc.)
- Serve as the primary ASCSU liaison to the CSU Foundation. Look for opportunities to build meaningful partnerships.
- Identify opportunities to engage strategically with community events and help build teams that can represent ASCSU at these opportunities (e.g. Tour de Corgi, Bohemian Nights festival, Taste of Fort Collins, Fortitude 10k, etc.)
- Serve as the primary liaison to volunteer opportunities offered to ASCSU.
- Maintain an ongoing list of community volunteer opportunities and circulate throughout the ASCSU network. Work with the Director of Marketing to market these opportunities.
- Organize one ASCSU-wide volunteer opportunity each month, in coordination and partnership with ASCSU's various stakeholders. When possible, organize opportunities that allow ASCSU to volunteer alongside other CSU departments, clubs, FSL chapters, or student organizations.
- Contact grocery stores and business stakeholders during CANS Around the Oval to build relationships, raise funds, and collect food donations on behalf of ASCSU.
- When applicable, inform the CSU student body of internship, volunteer, job, and partnership opportunities with the Fort Collins business and non-profit community.
- Create and publish a stakeholder map of the business and non-profit community (as it relates to ASCSU). Identify areas of shared interest, successful past partnerships, opportunities for future partnerships, and areas of strategic alignment.
- 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.

- Work to promote the mission of ASCSU by being a steward of 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.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- 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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
- At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
- This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
- This warning shall include possible solutions to address the concern.
- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
- This warning shall be forwarded to advisors.
- This warning shall bring attention to the urgency of the concern.

- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Deputy Director of Alumni Affairs

Shall receive compensation of \$4255 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
- Fall Break, Winter Break, Spring Break
- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for Deputy Director of Alumni 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.

General Responsibilities:

The Deputy Director of Alumni Affairs shall be housed under the Department of Campus Engagement and is tasked with building meaningful, sustainable partnerships between ASCSU, the Alumni Center, and Alumni of CSU. The Deputy Director of Alumni Affairs will host events with Alumni of CSU to fundraise critical projects that benefit the campus community. The

Deputy Director of Alumni Affairs must work closely with connections in the Alumni Center to utilize resources that the office provides.

Supervision:

The ASCSU Deputy Director of Alumni Affairs will be held accountable to the Students of Colorado State University via the Director of Academic Relations, President of ASCSU, Vice President of ASCSU, Chief of Staff, and Chief of State.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- Compile weekly reports by Friday at 6:00PM and present them at Cabinet meetings.
- Connect with the ASCSU President on a bi-weekly basis to provide updates on projects.
- Adhere to policies of CSU and ASCSU relating to diversity and inclusion.
- Conduct tasks as assigned by the Office of the President.
- Serve as the official ASCSU liaison to the Alumni Center and any other related stakeholders who could serve as strategic long-term partners to ASCSU.
- Make a concerted effort to build relationships with official CSU vendors and sponsors as a part of this role (e.g. local businesses)
- Host events with Alumni and other potential donors
- 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned.
- Work to promote the mission of ASCSU by being a steward of 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.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- 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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
- At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
- This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
- This warning shall include possible solutions to address the concern.
- At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
- This warning shall be forwarded to advisors.
- This warning shall bring attention to the urgency of the concern.
- At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
- This meeting shall discuss whether previous expectations and warnings were clearly defined.
- If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Director of Marketing

Shall receive compensation of \$8,510 for the 2023-2024 Academic year and \$920 for the Summer semester. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break
- 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.

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 oversee the maintenance of ASCSU's website alongside the members of the Front Desk staff and the rest of the Department of Marketing, as well as the ASCSU 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 Chief of State.

Summer - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 10 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- 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 Campus Community and the Deputy Director of Traditions and Programs to build marketing materials for events scheduled in Fall/Spring (including virtual events).
- Assist the Director of Diversity and Inclusion in creating the cultural calendar. Aide in marketing this calendar to members of ASCSU as well as the student body.
- Work with the Department of Environmental Affairs to revamp the signage near trash and recycling bins in the Lory Student Center.
- 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.
- Develop an ASCSU media strategy with the rest of the Department of Marketing.

Fall/Spring - Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly Cabinet meetings.
- 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 weekly meetings with members of the Department of Marketing.
- Collaborate with the Deputy Director of Graphic Design and Deputy Director of Marketing 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 Community and the Senate Recruitment & Retention Officer to connect students with ASCSU.
- Market all open ASCSU positions through appropriate mediums to the SDPS offices, College Councils, and other relevant parties..
- 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 Director of Environmental Affairs to market their bee-learning event to ASCSU and the student body.
- Work closely with the Chief of State to ensure that all departments can effectively market their projects and initiatives to external stakeholders.
- 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.
- Work with the Business and Community Liaison to market their ongoing list of community volunteer opportunities to circulate throughout the ASCSU network.
- Work with the rest of the Department of Marketing to create purposeful promotional materials for ASCSU.
- Work with the Director of Environmental Affairs to facilitate their selected environmental awareness campaign.
- Work with the Deputy Director of State Law and Policy to share important state policy and law that do or could affect students.

- Work closely with the ASCSU Deputy Director of Graduate Affairs and the 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.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Maintain ASCSU's social media presence.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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.
- 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
 - This warning shall be documented for the Office of the President’s records but shall not be sent to advisors.
 - This warning shall include possible solutions to address the concern.
 - At the second instance of failure, the Chief of Staff shall send the member a formal written warning.
 - This warning shall be forwarded to advisors.
 - This warning shall bring attention to the urgency of the concern.
 - At the third instance of failure, a meeting shall be scheduled by the Chief of Staff with the Executive member in question, the relevant members of the Office of the President, advisors, and an impartial pro-staff third party.
 - This meeting shall discuss whether previous expectations and warnings were clearly defined.
 - If it is decided that the above were clearly defined, the member shall be removed from the Executive Cabinet.
- If the Executive member in question is the Chief of Staff, then all concerns will be addressed by the Vice President instead.

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Deputy Director of Marketing

Shall receive compensation of \$4,255 for the 2023-2024 Academic year. All dates are generalized unless specified to complete job descriptions.

- For positions starting in the Summer: Work begins on June 1st, 2023
- For positions starting in the Fall: Work begins on August 13th, 2023, and ends on May 31, 2024.
- 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:
 - Fall Break, Winter Break, Spring Break

- Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

General Eligibility:

All applicants for the Deputy 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.

General Responsibilities:

The ASCSU Deputy Director of Marketing 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 Marketing promotional concepts and practices along with common social media outlets. 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 Marketing 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. Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Attend weekly cabinet meetings.
- Complete weekly report.
- Maintain the ASCSU website alongside the Front Desk staff members and the rest of the Department of Marketing.
- Collaborate with the ASCSU Parliamentarian and the to post ASCSU records to the website and archive as needed.
- Aid the rest of the Department of Marketing in developing a marketing strategy for the fall and spring.
- Arrange weekly meetings with the Director of Marketing Collaborate with the rest of the Department of Marketing to create purposeful promotional materials for ASCSU.
- Update the ASCSU social media accounts at least once a day
- Follow all University Guidelines including diversity, equity, and inclusion 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.
- 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 as well as other accessibility measures.
- Ensure the reposting and equal marketing of SDPS events and other Ram events.
- Work with the Recruitment and Retention Officer to advertise Senate events/meetings and minutes.

General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall and Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat.
- Attend SLiCE P-Card training.
- Attend other mandatory trainings as needed, including any trainings required by the Senate to maintain speaking rights.
- Perform other tasks as assigned by the Office of the President.
- Attend Cabinet meetings during the school year.
- Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of 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.
- Reach out the different student media around campus to ensure they have to most up to date and accurate information
- 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 students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Ensure that additional opportunities involving financial responsibility, mental wellness, and community are being pursued to the greatest extent.

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 the different social media platforms that student use
- Ability to meet short-deadlines when needed, infrequently, same-day design work may be required.

Accountability:

- A system of warnings shall be put in place to ensure that Cabinet members are held accountable to their job descriptions. At the start of each semester, the level of warning shall be reduced by one (e.g. a member at step 2 shall be reduced to step 1).
- The warning system is as follows with “failure” meaning that the member has not fulfilled a requirement of their job description:
 - At the first instance of failure, the Chief of Staff shall send the member an informal written warning.
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