

## Table of Contents

<b>President .....</b>	<b>2</b>
<b>Vice President.....</b>	<b>4</b>
<b>Chief of Staff.....</b>	<b>6</b>
<b>Deputy Chief of Staff .....</b>	<b>8</b>
<b>Director of University Affairs.....</b>	<b>10</b>
<b>Director of Academics .....</b>	<b>12</b>
<b>Deputy Director of Academics.....</b>	<b>14</b>
<b>Director of Campus Engagement.....</b>	<b>16</b>
<b>Deputy Director of Campus Engagement .....</b>	<b>18</b>
<b>Director of Traditions &amp; Programs.....</b>	<b>20</b>
<b>Deputy Director of Traditions &amp; Programs .....</b>	<b>22</b>
<b>Director of Diversity &amp; Inclusion.....</b>	<b>24</b>
<b>Deputy Director of International Affairs.....</b>	<b>26</b>
<b>Director of Environmental Affairs.....</b>	<b>28</b>
<b>Deputy Director of Environmental Affairs .....</b>	<b>30</b>
<b>Deputy Director of Waste Diversion.....</b>	<b>32</b>
<b>Director of Finance .....</b>	<b>34</b>
<b>Deputy Director of Finance.....</b>	<b>36</b>
<b>Deputy Director of Graduate Affairs .....</b>	<b>38</b>
<b>Director of Health.....</b>	<b>40</b>
<b>(Food Security Specialist) .....</b>	<b>40</b>
<b>Deputy Director of Health.....</b>	<b>41</b>
<b>Director of Marketing.....</b>	<b>44</b>
<b>Deputy Director of Graphic Design .....</b>	<b>47</b>
<b>Deputy Director of Multimedia .....</b>	<b>49</b>
<b>Director of Community Affairs .....</b>	<b>51</b>
<b>Deputy Director of Governmental Affairs .....</b>	<b>54</b>

# **President**

*Shall receive compensation of \$10,000 for Fall/Spring semesters and \$2,600 for the Summer.*

## **General Eligibility:**

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

## **General Responsibilities:**

The ASCSU President is responsible for leading the Colorado State University Student Government and representing the students of CSU to all relevant parties. They must maintain the order of the ASCSU Executive office with the assistance of the Office of the President. It is important that the President is familiar with managerial skills and work on ensuring positive and professional office culture.

## **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 as many hours as needed to fulfill job duties and meet student needs.
- Attend weekly meetings with the rest of the Office of the President.
- Establish a relationship with members of the 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.

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 20 hours throughout the workweek, approximately 12 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Delegate tasks as needed to other members of the Executive Branch.
- Act as the personnel authority and supervisor of all Executive Branch Members.

ASCSU Job Description  
Associated Students of Colorado State University

- Make final decisions regarding hiring and firing of Executive branch members with consultation from other parties.
- Meet as needed with other members of ASCSU.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Approve and aid in compiling weekly ASCSU staff reports.
- Assign a member of the Office of the President to inform the Senate of executive actions during the previous week.
- Build and maintain relationships internal and external to the organization.
- Ensure Executive staff have a clear path of personal and professional development.
- Work with new ASCSU members by being involved in the Ram Leadership Team (RLT).
- Continue the meeting of the President's LEAD Council and ensure cabinet members attend as needed.

### **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 needed.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM.
- 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.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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

# **Vice President**

*Shall receive compensation of \$9,000 for Fall/Spring semesters and \$2,600 for the Summer.*

## **General Eligibility:**

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

## **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. It is important that the Vice President is familiar with student fee policy as well as managerial skills in a professional office culture.

## **Supervision:**

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

## **Summer – Job Specific Tasks and Responsibilities:**

- Contribute as many hours as needed to fulfill job duties and meet student needs.
- Attend weekly meetings with the rest of the Office of the President.
- Establish a relationship with members of the CSU Administration.
- Establish a relationship with the heads and advisors of the student fee areas.
- Ensure that SFRB's documentation is up to date.
- Prepare to find candidates for joining SFRB in the Fall.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
- Act as an account signer for financial document approvals.
- Aid the Deputy Chief of Staff in planning the ASCSU fall retreat. Coordinate with the ASCSU Administrative Assistant, Legislative Branch leadership, Judicial Branch leadership, Executive Branch leadership, and other professional staff for the retreat.
- Organize the ASCSU Office as seen fit.
- Establish a healthy and productive work environment for staff.
- Work with the President and other members of the Executive Cabinet to compile an Executive Plan of Action for the 2019-2020 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.

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

ASCSU Job Description  
Associated Students of Colorado State University

- Contribute a minimum of 20 hours throughout the workweek, approximately 12 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Find members for SFRB and train them on student fee policies.
- Chair meetings of SFRB.
- Act as an account signer for financial document approvals.
- Delegate tasks as needed to other members of the Executive Branch.
- Meet as needed with other members of ASCSU.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- 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.

### **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 needed.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM.
- 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.
- Aid the Deputy Chief of Staff in planning all ASCSU retreats.

### **Basic Qualifications:**

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

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

# **Chief of Staff**

*Shall receive compensation of \$8,000 for Fall/Spring semesters and \$2,500 for the Summer.*

## **General Eligibility:**

All applicants for the position of Chief of Staff 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 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 is familiar with both personnel and organizational managerial skills and work on ensuring positive and professional office culture.

## **Supervision:**

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

## **Summer – Job Specific Tasks and Responsibilities:**

- Contribute 15 hours per week during the summer period.
- Attend weekly meetings with the rest of the Office of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office. Ensure that other members of the cabinet are similarly trained on an as needed basis.
- Act as an account signer for financial document approvals.
- Aid the Deputy Chief of Staff in retreat planning.
- Assist the ASCSU President and Vice President with any delegated tasks.
- Establish a healthy and productive work environment for staff.
- Assist the Vice President in organizing office space.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.
- Work with the President and the Office of Orientation and Transition Programs to increase ASCSU involvement of first year CSU students.

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 20 hours throughout the workweek, 12 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Ensure regular meetings between Cabinet members and a member of the Office of the President.

ASCSU Job Description  
Associated Students of Colorado State University

- 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.
- Compile weekly ASCSU reports 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.
- Collaborate with and supervise the ASCSU Deputy Chief of Staff in fulfilling their job duties.
- Build and maintain relationships internal and external to the organization.
- Ensure Executive staff have a clear path of personal and professional development.
- Serve as a Legislative Correspondent to ASCSU

### **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 needed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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

# **Deputy Chief of Staff**

*Shall receive compensation of \$7,600 for Fall/Spring semesters and \$2,000 for the Summer.*

## **General Eligibility:**

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

## **Supervision:**

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

## **Summer – Job Specific Tasks and Responsibilities:**

- Contribute 10 hours per week during the summer period.
- Attend weekly meetings with the rest of the Office of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
- Assist the Chief of Staff with delegated task-work.
- 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.
- Plan the ASCSU Fall Retreat at the beginning of the school year. Collaborate with the Vice President and Chief of Staff along with the ASCSU Administrative Assistant and Advisor.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.
- Monitor press coverage of CSU and ASCSU and notify and advise the President and Vice President upon media developments related to the organization.

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 20 hours throughout the workweek, 15 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Maintain press relations with all relevant parties.
- Monitor ASCSU press coverage and advise the President on press developments.
- Chair and prepare weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Assist the ASCSU President in their Board of Governors Report.
- Attend weekly meetings with the Office of the President as assigned.



ASCSU Job Description  
Associated Students of Colorado State University

- 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.
- Aid the Chief of Staff in developing performance evaluations of Cabinet Members once per semester. Aid the Chief of Staff in weekly reports.
- Manage all contacts needed for the success of the Executive branch.
- Conduct managerial tasks as assigned by the Chief of Staff.

### **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 needed.
- Serve as a student representative on the Rocky Mountain Student Media Board and ensure attendance at all meetings.
- Perform other tasks as assigned.
- Assist in hiring executive members.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- 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.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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

# **Director of University Affairs**

*Shall receive compensation of \$7,400 for Fall/Spring semesters. \$800 for the summer.*

## **General Eligibility:**

All applicants for the position of Director of University Affairs 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 Director of University Affairs is responsible for providing student representation across all areas of campus. The Director of University Affairs will report to the President and Vice President of ASCSU on evolving situations on campus that may affect students. It is important that the Director of University Affairs is familiar with various methods of gaining public opinion.

## **Supervision:**

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

## **Summer – Job Specific Tasks and Responsibilities:**

- Contribute 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Work with the Office of Admissions, the Office of Orientation and Transition Programs, and Parking and Transportation Services to develop a more public transit-based student population and reduce the overall demand for parking.
- Work with the Director of Campus Engagement to improve first year student involvement in ASCSU.
- Work with the ASCSU Vice President and CSU faculty to explore better ways to collect student data.

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-6:00PM.
- Attend and provide input at committee meetings held by Parking and Transportation Services.
- Collaborate with the Legislative Branch to address student concerns effecting the university.
- Collaborate with the President on the selection and placement of representatives to sit on various committees across the university that require student representation.
- Aid the Department of Health in developing a community garden.

ASCSU Job Description  
Associated Students of Colorado State University

### **General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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 Academics**

*Shall receive compensation of \$7,200 for Fall/Spring semesters.*

## **General Eligibility:**

All applicants for the position of Director of Academics 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 Director of Academics is responsible for providing student voice in academic affairs and initiatives across campus. The Director of Academics will also collaborate with faculty members, academic advisors, and college councils to further student interests. It is important that the Director of Academics is familiar with higher education policy, general population engagement, and shared governance on CSU.

## **Supervision:**

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

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-6:00PM.
- Communicate with college council presidents to gather student input on problems. Assist in appointing students from various colleges to advisory boards.
- Collaborate with the Director of University Affairs to increase use of Canvas and Lecture Capture in classes.
- Develop a student notes bank and explore the potential of a test bank.
- Advocate for the transition away from iClickers to mobile phone applications in the classroom.
- Develop a working relationship with the Chair of Faculty Council, the CSU Provost and Executive Vice President, Dean of Students, and the Vice-Provosts to collaborate on academic and curricular issues.
- Inform ASCSU about proposals at Faculty Council that could impact students.
- Collaborate with the Director of Diversity and Inclusion to better assist students with disabilities.
- Report to the Senate early in each semester to discuss academic plans for campus.

## **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 5:00-6:00PM. 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.

# **Deputy Director of Academics**

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

## **General Eligibility:**

All applicants for the Deputy Director of Academics 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 Academics is responsible for assisting the Director of Academics with involving the student voice in academic affairs and initiatives across campus. It is important that the Deputy Director of Academics is familiar with higher education policy, general population engagement, and shared governance of CSU.

## **Supervision:**

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

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend cabinet meetings on Wednesdays from 5:00-6:00PM.
- Convey student academic concerns to faculty and administration.
- Assist the Director of Academics as needed.
- Aid in the marketing and development of an ASCSU notes bank. Explore possibility of a tew bank.
- Assist the Director of Academics in improving Canvas and Lecture Capture availability to students.
- Work on initiatives to reduce costs to CSU students—aid programs to help with open source textbook availability.
- Develop a forum for College Councils to meet and give input on academics.
- Work with the Committee on Teaching and Learning (COTL) to give student input on decision making. Gather student data to present to COTL.

## **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.

ASCSU Job Description  
Associated Students of Colorado State University

- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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 Campus Engagement**

*Shall receive compensation of \$7,400 for Fall/Spring semesters. \$800 for the summer.*

## **General Eligibility:**

All applicants for the position of Director of Campus Engagement 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 Director of Campus Engagement is responsible for connecting student organizations and the general student population to ASCSU, either to become involved or have their voice heard. The Director of Campus Engagement will also organize intentional and effective ASCSU retreats in the Fall and Spring as well as assist with the structure of Ram Leadership Team. It is important that the Director of Campus Engagement is familiar with student organization and general population engagement, the structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University. The Director of Campus Engagement will act as a Volunteer Coordinator to organize ASCSU attendance at community and service events.

## **Supervision:**

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

## **Summer – Job Specific Tasks and Responsibilities:**

- Contribute 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Coordinate ASCSU marketing strategies with the Director of Marketing.
- Lead coordination with the Office of Orientation and Transition Programs to market ASCSU to first year students.
- Provide ASCSU presence at CSU Involvement Fairs through attendance and oversight.
- Familiarize themselves with campus partners for outreach and engagement.
- Work with the Deputy Chief of Staff to keep up-to-date contact lists for Registered Student Organizations (RSOs), Fraternity & Sorority Life (FSL), and College Councils.
- Develop an academic year programming and marketing calendar with the Director of Marketing.
- Work with the ASCSU President and Vice President to recruit and plan the Ambassador Program.
- Hold weekly ambassador meetings and events focusing on retention, assistance to directors, and community service.

## **Job Specific Tasks and Responsibilities:**



ASCSU Job Description  
Associated Students of Colorado State University

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-6:00PM.
- Coordinate a weekly meeting with members of the Department of Campus Engagement.
- Work to promote and expand the Department of Campus Engagement through the year by engaging campus partners.
- Assist the Vice-President in the recruitment of members to the student fee boards.
- Coordinate outreach of events and initiatives planned by other campus directors.
- Run the ASCSU Ram Leadership Team and Ambassador Program to engage first and second year students.
- Act as a volunteer coordinator for various campus initiatives.

### **General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLICE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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.

# **Deputy Director of Campus Engagement**

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

## **General Eligibility:**

All applicants for the Deputy Director of Campus Engagement 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 Campus Engagement is responsible for connecting the general student population to ASCSU through student leadership education and engagement opportunities. The Deputy Director of Campus Engagement will have to manage a team of first and second year students involved in the Ram Leadership Team (RLT) under the supervision of the Director of Campus engagement. It is important that the Deputy Director of Campus Engagement is familiar with student organization and general population engagement, the structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University.

## **Supervision:**

The Deputy Director of Campus Engagement 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 Campus Engagement.

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Campus Engagement in accomplishing department goals and tasks.
- Meet weekly with the Department of Campus engagement to discuss various engagement initiatives and develop a plan for the Ram Leadership Team.
- Supervise and coordinate the Ram Leadership Team under the direction of the Director of Campus Engagement. Collaborate with the Director of Campus Engagement and the ASCSU Vice President to run and execute the Ambassador Program.

## **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.

ASCSU Job Description  
Associated Students of Colorado State University

- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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 Traditions & Programs**

*Shall receive compensation of \$7,400 for Fall/Spring semesters. \$800 for the summer.*

## **General Eligibility:**

All applicants for the 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 Director of Traditions & Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Director of Traditions & Programs will also collaborate with the Alumni Association, CSU Events, Athletics, and Donor Engagement. It is important that the Director of Traditions and Programs is familiar with internal and external resources, program budgets, and the importance of traditions at Colorado State University.

## **Supervision:**

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

## **Summer – Job Specific Tasks and Responsibilities:**

- Contribute 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Develop an academic year programming and marketing calendar with the Director of Marketing.
- Begin planning large events to occur during the school year such as grill the buffs and homecoming.
- 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 2019-2020 academic year.

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Coordinate meetings with other departments to ensure the Executive branch properly reaches the campus community.

## **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 5:00-6:00PM. 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.

# **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 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.

## **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.

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- 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.
- Collaborate with the Senate to assist with the planning and implementation of programming in the Legislative branch.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.

## **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.

ASCSU Job Description  
Associated Students of Colorado State University

- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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.

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# **Director of Diversity & Inclusion**

*Shall receive compensation of \$7,400 for Fall/Spring semesters. \$400 for the summer.*

## **General Eligibility:**

All applicants for the Director of Diversity & Inclusion 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 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. The Director of Diversity & Inclusion will also chair the President's Leadership, Excellence, Accountability, and Diversity (LEAD) Council. It is important that the Director of Diversity & Inclusion is familiar with facilitating deliberative discussions amongst diverse individuals.

## **Supervision:**

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

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties. Five hours per week during the summer period.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Coordinate a weekly meeting with Diversity/Cultural organizations.
- Chair the President's LEAD Council.
- Collaborate with the Office of the Vice President for Diversity.
- Support and encourage members of Student Diversity Programs and Services (SDPS) to become members of ASCSU and create relationships with each office.
- Plan Diversity Workshops for officers of ASCSU to attend.
- Collaborate on at least one Diversity symposium per semester. Bring numerous campus partners on board.
- Work with the Office of International Programs to address campus concerns of international students.
- Works toward bringing resources to students and organizations regarding diversity and inclusion.
- Plan Diversity Workshops for officers of ASCSU to attend.



ASCSU Job Description  
Associated Students of Colorado State University

### **General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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.
- Conduct a university-wide audit designed to find campus improvements needed for students with disabilities.

### **Basic Qualifications:**

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

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# **Deputy Director of International Affairs**

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

## **General Eligibility:**

All applicants for the Deputy Director of International Affairs 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 International Affairs is responsible for working under the Director of Diversity & Inclusion to help provide resources for international and diverse students.

## **Supervision:**

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

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Organize an International Day to bring together both domestic and international students.
- Work with international groups to enhance international student engagement at events.
- Develop a plan to help ease international students into CSU customs and traditions.
- Engage with the international community to understand specific wants and problems of international students.
- Assist the Director of Diversity & Inclusion in accomplishing department goals and tasks. Meet with the Department Director upon request.

## **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 5:00-6:00PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.

ASCSU Job Description  
Associated Students of Colorado State University

- 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.

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# **Director of Environmental Affairs**

*Shall receive compensation of \$7,400 for Fall/Spring semesters and \$800 for the summer.*

## **General Eligibility:**

All applicants for the Director of Environmental Affairs 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 Director of Environmental Affairs is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in order to move towards carbon neutrality. The Director of Environmental Affairs will also create awareness and help education the public on environmental matters. It is important that the Director of Environmental Affairs is familiar with the STARS rating system and has a general understanding of sustainability practices and alternative transportation.

## **Supervision:**

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

## **Summer - Job Specific Tasks and Responsibilities:**

- Is expected to work 10 hours per week during the summer period.
- Develop a working relationship with the CSU Alternative Transportation Manager and other on-campus partners.
- Coordinate with the Chief Sustainability Officer of Fort Collins and Coordinate City-University efforts.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Work with various building managers to reach sustainability goals.
- Explore expansion of compost bin availability

## **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- 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.

ASCSU Job Description  
Associated Students of Colorado State University

- Coordinate all sustainability initiatives for ASCSU. Namely composting initiatives, alternative transportation, LED lighting fixtures, and natural lighting initiatives. Conduct other initiatives with the support of the ASCSU President.
- Manage and plan the Zero Waste Symposium in collaboration with the Zero Waste Team. Use with the aid of the Department of Environmental Affairs.

### **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 5:00-6:00PM. 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.

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# **Deputy Director of Environmental Affairs**

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

## **General Eligibility:**

All applicants for the Deputy Director of Environmental Affairs 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 Environmental Affairs is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in order to help mitigate the campus' negative impact on the environment. The Deputy Director of Environmental Affairs will also create awareness and help education the public on environmental matters. It is important that the Deputy Director of Environmental Affairs is familiar with the STARS rating system, alternative transportation, and general sustainable practices. They should also be aware of the three pillars of sustainability: environmental, social, and economic sustainability.

## **Supervision:**

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

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Environmental Affairs in accomplishing department goals and tasks.
- Attend weekly Department of Environmental Affairs meetings.

## **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 5:00-6:00PM. 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.

ASCSU Job Description  
Associated Students of Colorado State University

- 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 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.

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# **Deputy Director of Waste Diversion**

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

## **General Eligibility:**

All applicants for the Deputy Director of Waste Diversion 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 Waste Diversion is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in to facilitate further mitigation of landfill waste's negative impacts on the environment as well as assisting the Department of Environmental Affairs as a whole.

## **Supervision:**

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

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Environmental Affairs in accomplishing department goals and tasks.
- 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.
- Attend weekly Department of Environmental Affairs meetings.
- Maintain contact and collaboration with the Post Landfill Action Network.
- Explore opportunities to bring more accessible compost bins to various areas on campus.

## **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 5:00-6:00PM. Use information obtained during cabinet to compile weekly reports.



ASCSU Job Description  
Associated Students of Colorado State University

- 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 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.

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# **Director of Finance**

*Shall receive compensation of \$7,400 for Fall/Spring semesters and \$800 for the summer.*

## **General Eligibility:**

All applicants for the 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

## **General Responsibilities:**

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

## **Supervision:**

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

## **Summer - Job Specific Tasks and Responsibilities:**

- Is expected to work 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Prepare Fall/Spring Board for Student Organization Funding (BSOF) recruitment process
- 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.

## **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Advise members of ASCSU on fiscal responsibility and expenditure efficacy.
- Serve as a resource for any departments making purchases.
- Chair the Board for Student Organization Funding.
- Submit BSOF balance reports to the ASCSU President after every BSOF meeting.

ASCSU Job Description  
Associated Students of Colorado State University

- 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 and the BSOF advisor.
- Assist student organizations in finding co-sponsorships and alternative funding methods.
- Ensure that appropriate funding reviews take place among ASCSU funded organizations.
- Other financial duties as assigned by the Office of the President.
- Serve as the head ASCSU accountant in collaboration with the SLiCE office.
- Coordinate with the Deputy Director of Finance to ensure proper executive representation at Senate and the Budgetary Affairs Committee.

### **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 5:00-6:00PM. 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.

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 Finance**

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

## **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. 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 Finance serves as a resource for CSU students in need of funding while also working under the Director of Finance to keep record 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, Deputy Chief of Staff, and Director of Finance.

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- 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.
- Keep track of ASCSU financial accounts at the discretion of the Director of Finance.

## **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 5:00-6:00PM. 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.

ASCSU Job Description  
Associated Students of Colorado State University

- 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 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.

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# **Deputy Director of Graduate Affairs**

*Shall receive compensation of \$3,700 for Fall/Spring semesters and \$400 for the summer.*

## **General Eligibility:**

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

## **General Responsibilities:**

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

## **Supervision:**

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

## **Summer - Job Specific Tasks and Responsibilities:**

- Contribute 5 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Develop an action plan for fall and spring programming with ASCSU graduate funds.
- Develop a cohesive plan to ensure ASCSU governing documents are more accessible to graduate student involvement.
- Develop a cohesive plan to integrate undergraduate with graduate programs.

## **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek. Attend all GSC meetings and arrange a monthly meeting with the officers of GSC.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Attend weekly Department of University Affairs meetings.
- Give a report of all GSC meetings to the Office of the President.
- Collaborate with GSC in the crafting of and advocacy for Senate legislation.
- Collaborate with the Speaker of the Senate and other executive departments to ensure continued graduate student engagement in ASCSU.
- Work with the Vice President to ensure proper use of graduate student fees.

ASCSU Job Description  
Associated Students of Colorado State University

- Develop a comprehensive plan to financial assist graduate students in research, travel, and programming.
- Work with the President to address general graduate concerns.

### **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 5:00-6:00PM. 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:**

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

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# Director of Health

## (Food Security Specialist)

*Shall receive compensation of \$7,400 for Fall/Spring semesters.*

### **General Eligibility:**

All applicants for the 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 Director of Health is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Director of Health will 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 and at risk populations regarding health and safety.

### **Supervision:**

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

### **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.
- Serve as a Member of the Student Health Advisory Committee or another campus group engaged in student wellbeing.
- Work to combat food insecurity. Work with the College of Agricultural Sciences to develop a community garden that donates food to a local food bank.
- Work to enhance and promote the Positive Impact program throughout CSU.
- Assist the SLiCE office and Rams Against Hunger in maintaining the Pocket Pantry Program. Aid in the Swipe Out Hunger program.
- Support the SLiCE's Mobile Food Pantry program.
- Assist in additional assigned tasks as necessary.
- Develop other programs and plans to address health concerns on campus. Explore the possibility of an ASCSU fitness event.
- Work to help support student athletes at CSU through ASCSU avenues.



ASCSU Job Description  
Associated Students of Colorado State University

### **General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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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# **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 promoting health and safety through education and awareness for all aspects of students' lives at Colorado State University. The Deputy Director of Health shall serve to promote initiatives to reduce student food insecurity. It is important that the Deputy Director of Health is familiar with health and food security initiatives on-campus, at-risk populations regarding health and safety, and different ways to reframe mainstream conversation regarding the well-being of others.

## **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, Deputy Chief of Staff, and Director of Health.

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend cabinet meetings on Wednesdays from 5:00-6:00PM.
- Assist the Director of Health in accomplishing department goals and tasks.
- Implement and maintain Pocket Pantries across the CSU campus in Collaboration with the Director of Health.
- Engage in partnerships and initiatives to address food insecurity in the CSU population.
- Attend weekly Department of Health meetings.
- Collaborate with CSU Health Network to market health-related information and advocacy for students.
- Put on Health Events

## **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 other mandatory trainings as directed.
- Perform other tasks as assigned.

ASCSU Job Description  
Associated Students of Colorado State University

- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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.

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# **Director of Marketing**

*Shall receive compensation of \$7,400 for Fall/Spring semesters and \$800 for the summer.*

## **General Eligibility:**

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

## **Supervision:**

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

## **Summer - Job Specific Tasks and Responsibilities:**

- Is expected to work 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Become familiar with current and incoming student demographics for purposeful marketing.
- Become familiar with CSU branding policy, CSU creative services, and COLAB.
- Collaborate with the Director of Finance to prepare branded ASCSU materials for the year.
- Develop the ASCSU website to the expectations of the Office of the President.
- Develop a comprehensive ASCSU media strategy for all branches in collaboration with the Deputy Director of Graphic Design to present to the President and to be implemented during the school year.
- Collaborate with Deputy Director of Graphic Design and Director of Traditions & Programs to plan out a marketing campaign for fall events—primarily Grill the Buffs.

## **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek, 10 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00PM.

ASCSU Job Description  
Associated Students of Colorado State University

- Ensure the successful implementation of the ASCSU media strategy developed over the summer.
- Coordinate a weekly meeting with members of the Department of Marketing.
- Collaborate with and supervise the Deputy Directors of Graphic Design. Work together to create purposeful promotional materials for ASCSU.
- Ensure timely promotion of ASCSU programs and events for all ASCSU departments/branches. Develop and consistently work to improve upon the ASCSU website as well as the brand overall.
- Collaborate with the Director of Campus Engagement and the Senate Recruitment & Retention Officer to connect students with ASCSU.
- Collaborate with the Director of Finance to determine which department takes on the marketing expense.
- Market all open ASCSU positions through appropriate mediums.
- Be knowledgeable of CSU graphic standards, CSU branding policy, CSU creative services, and COLAB.
- Other marketing duties assigned by the Office of the President.

### **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.
- Maintain ASCSU's social media presence.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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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ASCSU Job Description  
Associated Students of Colorado State University

# **Deputy Director of Graphic Design**

*Shall receive compensation of \$3,700 for Fall/Spring semesters and \$800 over the Summer.*

## **General Eligibility:**

All applicants for the Deputy Director of Graphic Design 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 Graphic Design is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization through Graphic Design. It is important that the Deputy Director of Graphic Design is familiar with marketing/promotional concepts and practices along with common graphic design platforms and software.

## **Supervision:**

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

## **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 10 hours throughout the workweek.
- Aid in designing ASCSU brands, graphics, and materials as needed.
- Aid the Director of Marketing in developing a marketing strategy for the fall and spring.
- 

## **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. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Marketing in accomplishing department goals and tasks.
- Attend weekly Department of Marketing meetings.
- Collaborate with the Director of Marketing to create purposeful promotional materials for ASCSU.
- Use photoshop and other multimedia content softwares to design graphics needed by ASCSU.

## **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.

ASCSU Job Description  
Associated Students of Colorado State University

- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. 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.
- 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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# **Deputy Director of Multimedia**

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

## **General Eligibility:**

All applicants for the Deputy Director of Multimedia 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 Multimedia is responsible for effectively communicating the ASCSU brand and informing students about the purpose, functions, and programs of the organization. The Deputy Director of Multimedia will oversee the maintenance of ASCSU's day-to-day online media presence (website and social media accounts) and help the Deputy Director of Graphic design with any graphic needs. It is important that the Deputy Director of Multimedia is familiar with marketing/promotional concepts in relation to social media and effective online advertising. It is also important that the Deputy Director of Multimedia is familiar with Adobe Photoshop and other graphic design related programs.

## **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.

## **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek, 5 hours of which are required inside the ASCSU office. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Marketing in accomplishing department goals and tasks.
- Attend weekly Department of Marketing meetings.
- Collaborate with the Director of Marketing to create purposeful promotional materials for ASCSU.
- Maintain the ASCSU website. Post ASCSU records on the site as needed. Explore the possibility of ASCSU disclosing its finances on the website.
- Use photoshop and other multimedia content or software to design graphics needed by ASCSU.

## **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.

ASCSU Job Description  
Associated Students of Colorado State University

- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- 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.
- Update the ASCSU website with Senate legislation and other relative documents.

**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.

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 Community Affairs**

*Shall receive compensation of \$7,400 for Fall/Spring semesters and \$800 for summer semester.*

### **General Eligibility:**

All applicants for the Director of Community Affairs 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 Director of Community Affairs is responsible for creating and maintaining positive relationships with city stakeholders. The Director of Community Affairs will also develop and track legislative and regulatory priorities of the city, county, and the State of Colorado while collaborating on initiatives that affect the students of Colorado State University. It is important that the Director of Community Affairs is familiar with how the City of Fort Collins government functions, particularly the City Council and City Manager's Office.

### **Supervision:**

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

### **Summer – Job Specific Tasks and Responsibilities:**

- It is expected to work 10 hours a week during the summer period.
- Develop positive relationships with key City of Fort Collins staff and officials (e.g. Council, City Manager's Office)
- Develop a cohesive plan about Fort Collins laws and policies at the direction of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
- Do research around U+2, zoning, and the Fort Collins land-use code and develop a proposal for increasing rental affordability through 'right-sized housing'.
- Identify local laws that disadvantage the CSU student community and formulate an action plan for their revision. Alternatively, identify potential laws that could benefit the student community and assemble an agenda for their codification.

### **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 20 hours throughout the workweek, 5 hours of which are required inside the ASCSU Office. Work as many extra hours needed to fulfill job duties.

ASCSU Job Description  
Associated Students of Colorado State University

- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00 pm.
- Act as the student representative to the Fort Collins City Council, attending their weekly meetings.
- Meet with every City Council member, Mayor, and the City Manager to build positive relations between the Colorado State University students and the Fort Collins community.
- Lobby on behalf of students to change, amend, eliminate, or support city ordinances that impact students.
- Collaborate with the Director of Campus Engagement to ensure a positive ASCSU presence at community and city events.
- Coordinate with the Director of Off-Campus Life to support the Neighborhood Welcome Walk with emphasis on increasing ASCSU member participation.
- Assist and provide direction to the Officer of Governmental Affairs with the planning of any student civic engagement events as necessary.
- Meet with various committees, boards, and commissions informing them of current local issues and updates to keep students informed of any changes that directly affect them.
- Serve as the co-chair of Legislative Strategy Advisory Board (LSAB).
- Serve or select representatives for committee service as requested by the City of Fort Collins Council and Staff.
- Work with Office of the President to execute summer presentations.

### **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 5:00-6:00PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- 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.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.

ASCSU Job Description  
Associated Students of Colorado State University

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

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# **Deputy Director of Governmental Affairs**

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

## **General Eligibility:**

All applicants for the Director of Community Affairs 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 Governmental Affairs is responsible for developing and tracking legislative/regulatory priorities on a state and federal level that impact the students of Colorado State University. The Deputy Director of Governmental Affairs will also respond in a timely manner to actions within the Colorado General Assembly and the federal government that affect the students of CSU in a manner that promotes civic engagement. It is important that the Deputy Director of Governmental Affairs is familiar with the legislative process and departments within the state and federal executive scope pertaining to higher education.

## **Supervision:**

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

## **Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 10 hours throughout the workweek, 3 hours of which are required inside the ASCSU Office. Work as many extra hours needed to fulfill job duties.
- Attend cabinet meetings during the school year on Wednesdays from 5:00-6:00 pm.
- Attend weekly Department of University Affairs meeting (time TBD).
- 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.

ASCSU Job Description  
Associated Students of Colorado State University

- 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.
- Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.
- 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 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 5:00-6:00PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- 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.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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

ASCSU Job Description  
Associated Students of Colorado State University

### **General Eligibility:**

All applicants for the Controller 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. Applicants should have a GPA of 2.25 minimum, but 2.5 cumulative preferred.

### **General Responsibilities:**

The ASCSU Controller is responsible for supporting and collaborating with the Director of Finance in maintaining and overseeing financial matters within ASCSU. The Controller will also help ensure ASCSU financial matters are transparent and accountable to the public. It is important that the Controller is familiar with accounting and finance.

### **Supervision:**

The Controller is directly accountable to the Students of Colorado State University via the Office of the President.

### **Summer - Job Specific Tasks and Responsibilities:**

- Is expected to work 12 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through SLICE Office.
- Collaborate with the Director of Finance on the Preparation of the Fall/Spring Board for Student Organization Funding (BSOF) recruitment process
- Develop a working relationship with relevant SLiCE student organization and financial staff members.
- Revise and update the controller book in coordination with the Senate Budgetary affairs chair and Senate leadership
- Submit an up do date controller book at the end of each summer month to the Office of the President and Senate Leadership

### **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 20 hours throughout the workweek, **10 hours of which are required inside the ASCSU Office.**
- Attend Cabinet meetings on Wednesdays from 5:00-6:00 PM.
- Assist in maintaining the student fee breakdown on the Interactive Student Fee on the ASCSU website in coordination with the Director of Marketing.
- Submit ASCSU balance reports and an updated controller book, weekly to the Office of the President and Senate Leadership.
- Submit weekly budget reports to each department Director, along with Chief Justice for Judicial Budgets, and the Speaker of the Senate for legislative budget.
- Serve as controller of ASCSU funds of the executive, legislative, and judicial branch. Keep true and accurate records of the three branches as well as any additional ASCSU-related fees. Reconcile these accounts with the SLiCE regularly.
- Attend weekly meetings with SLiCE accountants to reconcile budgets and payments.
- Prepare and maintain individual departmental budgets reviewing them monthly to ensure responsible spending of student fee dollars. Meet with directors of each department monthly to assist in their budgeting process and keep them abreast of their spending.



ASCSU Job Description  
Associated Students of Colorado State University

- Work with the ASCSU President, Vice President, and the Director of Finance to prepare for the annual budget process.
- Work collaboratively with the ASCSU President-elect, Vice President-elect, and Speaker of the Senate-elect to prepare the ASCSU budget proposal for the Student Fee Review Board (SFRB) and the ASCSU Senate.
- Work to compile a list of fiscal notes from the suggestions of ASCSU officials and their own experiences to be delivered to the ASCSU President-elect, Vice President-elect, and Speaker of the Senate-elect for when that administration presents its budget to the Senate.
- Assist ASCSU staff members with purchasing duties of office equipment and supplies.
- Administer the ASCSU executive payroll.
- Handle all financial document requests (IMO's, AFE's, Journal Entries, PO's, Procurement Card [PCard]), account reconciliation, and bookkeeping needs.
- Maintain an effective working relationship with the SLiCE. And Director of Finance.
- Other duties as assigned and/or required.
- Coordinate with ASCSU administrative assistant to ensure all financial and payroll deadlines, paperwork, policies, training are executed.
- Help conduct financial trainings for directors on how to maintain and use budgets and other financial documents
- Become familiar with Quali Financial System and CSU Financial processes
- Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
- Coordinate with Controller to ensure one member of the Finance Department is present for Budgetary Affairs Committee each week.”

### **General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat on August 10th, 11th, and 12th as well as the mandatory ASCSU Spring Retreat (date TBD). Attend mandatory ASCSU Executive Cabinet Leadership Retreat on May 14th. Attend SLiCE P-Card training May 15th.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend regular meetings with a member of the Office of the President.
- Work to promote the mission of ASCSU being a Steward of the ASCSU student fee.
- 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, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of accounting and finance.
- General knowledge of Microsoft Excel and formulas (preferred)
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.

ASCSU Job Description  
Associated Students of Colorado State University

- Ability to work independently, identify resources, and make independent decisions.
- Have a fundamental understanding of accounting procedures.

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