



**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-NINTH SENATE
FIRST SESSION
MAY 8, 2019**

**BILL #4901
ADOPTION OF THE 2019-2020 SENATE JOB DESCRIPTIONS**

SPONSORED BY:

WRITTEN BY: Blake Alfred, Speaker of the Senate

COLLABORATED WITH:

ENDORSED BY:

ABSTRACT: A bill calling for the adoption of the amended job descriptions for use by the Forty-Ninth Senate.

WHEREAS

Section 207 (A) and (D)(i) of the ASCSU Constitution states:

“(A) The Senate shall establish its own rules of procedure.

...

(i) The incoming Speaker of the Senate shall write the job descriptions of Senators, Associate Senators, and Senate Magistrates.”

; and,

WHEREAS

Section 104 (C) and (D) of the ASCSU Constitution states:

“(C) No office shall exist without an accompanying job description.

(i) Intra-branch and inter-branch unpaid officers, such as vice-chairs, do not require a job description.

(d) Job descriptions shall be created or changed only by the action of a bill passed by the Senate.”

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Date Enacted: 05/08/2019

; and,

WHEREAS

Senate should maintain job descriptions which are considered up-to-date and keeps practices consistently utilized by the Senate or would have utility while removing archaic sections; so,

THEREFORE BE IT HEREBY ENACTED

That the Forty-Ninth Senate adopts job descriptions attached to this bill and will follow them immediately upon adoption of the bill.

25-0-0

PASSAGE

Benjamin Amundson

PRESIDENT BEN AMUNDSON

5-8-19

DATE

5-15-19

DATE

TAGS: Senate, Job Description



ASCSU Job Description

Associated Students of Colorado State University

Parliamentarian

Shall receive compensation of \$3,250 for the fall/spring semesters.

General Eligibility:

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

General Responsibilities:

The ASCSU Parliamentarian is responsible for facilitating the legislative process. The Parliamentarian will also oversee technology use by Senate during Senate Sessions. It is extremely important that the Parliamentarian is exceptionally familiar with Robert's Rules of Order. The Parliamentarian will also assist the Speaker pro Tempore in general administrative duties, such as maintaining the website information, placards for sessions, *et cetera*.

Supervision:

The Parliamentarian is directly accountable to the Students of Colorado State University via the ASCSU Speaker of the Senate.

Job Specific Tasks and Responsibilities:

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- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills, and skills to work independently while identifying resources.
- Possess exceptional communication skills.
- Ability to work independently and identify resources.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.



General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend two of the mandatory diversity workshops, as required by previous legislation.
- Work to promote the mission and image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of CSU above and beyond the duties as described herein.
- 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.
- Offer time for community service/engagement opportunities; give back to the community.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the senate code of conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Extensive knowledge of Senate procedures and parliamentary procedures.
- Conduct oneself in a professional manner.



- Chair Senate sessions when the Speaker of the Senate is not present or willing as directed by the Speaker of the Senate.
- Attend the weekly Senate Leadership Meeting.
- Track attendance for Senators and Associate Senators at weekly Senate meetings. Ensure completion of weekly office hour reports. Report concerns to the Speaker of the Senate.
- Aiding in the creation and editing of legislation and conducting frequent legislation workshops for all Senators.
- Working with the Recruitment and Retention Officer to ensure that Senators are complying with the responsibilities associated with their role and delivering this information to the Speaker of the Senate.
- Meet with the Speaker of the Senate weekly to discuss work accomplished over the previous week and goals for the coming week.
- Conduct check-in's with Senators and act as a resource to deal with any difficulties.
- Assist ASCSU is networking and knowing the resources necessary to success of the Senate. Be a resource for Senators who wish to be connected to other resources, offices, *et cetera* on campus.
- General administrative duties relating to maintaining Senate information.
- Be aware of community service and engagement opportunities going on around campus. Promote these opportunities, and facilitate the creation of new opportunities.
- Market the senate via social media and other means.



ASCSU Job Description

Associated Students of Colorado State University

Speaker pro Tempore

Shall receive compensation of \$3,250 for the summer and fall/spring semesters.

General Eligibility:

All applicants for Speaker pro Tempore shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The ASCSU Speaker pro Tempore is responsible for being a general aide to the Speaker of the Senate as well as the Senate Body itself. The Speaker pro Tempore is the second highest ranking official of the Senate body, and is attendance/accountability with current members of the legislative body. This information shall be delivered to the Speaker of the Senate on a weekly basis. The Speaker pro Tempore has a specific focus on networking and connecting Senate with campus resources, and getting Senators involved with community engagement.

Supervision:

The Speaker pro Tempore is held directly accountable to the students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of seven (7) hours throughout the workweek, outside of hours spent in Senate session, four (4) hours of which are inside the ASCSU Office and tracked by the Front Desk. Work as many extra hours needed to fulfil job duties.

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ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending the results of a background check.



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- Work to promote the mission of ASCSU.
 - Present a professional image of ASCSU
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- 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 Legislative Bylaws.
 - Adhere to Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University, including the will to work at least 20 hours a week for Senate.
- Extensive knowledge of Senate and parliamentary procedures (Robert's Rules of Order) as well as legislative writing.
- Professional mannerisms in conducting oneself.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional communication skills.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Good organizational and preparatory skills.



- Conduct Senator check-ins to identify difficulties Senators may be having in fulfilling their respective duties. The Speaker must reach out to all senators at at least one point throughout the semester.
- Facilitate goal-setting among Senators and acting as a resource to reach those goals.
- Conduct conflict resolution meetings for issues within the Senate Body.
- Announce community service and engagement opportunities to the Senate Body at least once a month.
- General administrative duties relating to maintaining functionality within the Senate.

General Summer Tasks and Responsibilities:

- Plan in collaboration with the Office of the President for the Fall Retreat.
- Attend leadership and administration meetings in collaboration with the Office of the President.
- Give assistance and support to ASCSU members, and act as a resource for their success over the Summer.
- Prepare ASCSU for community service opportunities and align ASCSU with the campaign vision of the Speaker of the Senate.
- Inform Senate on a biweekly basis on Senate Leadership information.
- Collaborate with Senate Leadership to prepare ASCSU for functionality for the Fall and Spring semesters.

General Fall/Spring Tasks and Responsibilities:

- Attend and plan mandatory trainings

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- Contribute a minimum of 20 hours through the workweek. Work as many extra hours needed to fulfill job duties.
- Chairing Senate sessions on a weekly basis.
- Chairing the weekly Senate Leadership Meeting, the time of which shall be decided by the Speaker upon being sworn into office.
- Attending a training at the beginning of their office with the Office of Equal Opportunity related to the hiring of senate leadership. Prepare and attend a Robert's Rules of Order training for all new Senate Leadership.
- Attending all official meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President.
- Aiding the other members of Senate Leadership in conducting the administrative duties of their jobs, found in their respective job duties.
- Creating and administering curriculum for Senate procedures and professional development to be used at the fall and spring retreats, and any other official training for Senators and Associates that the Speaker sees fit.
- Compiling and sending out the weekly Senate agenda and any attached legislation to be considered for debate after consulting with the weekly Senate Leadership Meeting.
- Documenting work done each week by all Senate Leadership, listing the tasks completed by each individual position.
- Compile a Winter and Spring Accountability Report that shall highlight the tasks undertaken by the Senate each semester and will be sent out to the student body for their review.



ASCSU Job Descriptions

Associated Students of Colorado State University

Speaker of the Senate

Shall receive compensation of \$10,500 for the Fall/Spring semesters. \$2,500 for the Summer.

General Eligibility:

All candidates for the Speaker of the Senate 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 remain this standing and enrollment status throughout the term of office. All candidates for Speaker of the Senate shall have a cumulative GPA of 2.25, at a minimum, at the time they announce their candidacy for the position. These candidates will be elected in the general election of ASCSU officials.

General Responsibilities:

The ASCSU Speaker of the senate is the leader of the legislative branch. They are tasked with being the chair of the Senate, and should have an extensive knowledge of Robert's Rules of Order to professionally conduct Senate Sessions on a weekly basis. The Speaker shall act as a liaison of the legislative branch to the CSU Faculty and Administration, and shall attend all regular meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President. The Speaker shall also act as a liaison of the legislative branch to the press and local/state government. Finally, the Speaker of the Senate shall act as the direct supervisor of other Senate Leadership Officials, including the Recruitment and Retention Officer, the Parliamentarian, and all elected Committee Chairs.

Supervision:

The Speaker of the Senate is directly accountable to the students of Colorado State University through the general election. The Speaker is accountable to administration and the Senate through the powers granted to them.

Job Specific Tasks and Responsibilities:



- Offer time for community engagement opportunities; give back to the community.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the senate code of conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.



- Attend one (1) in every three (3), at minimum, weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Vote in the absence of a full senator from their respective college.
- Meet specific hour requirements including (graduate students exempt).
 - One hour attending the respective College Council or SDPS office/student council
 - One hour devoted to an internal committee meeting
 - One hour devoted to legislation/college council duties

General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions (of their choosing).
- Attend one of the mandatory diversity workshops, as required by previous legislation.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Work to promote the mission and image of ASCSU.
- Work closely with constituent base to ensure collaboration as a representative with those who elect you into office.
- 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.



ASCSU Job Description

Associated Students of Colorado State University

Associate Senator

General Eligibility:

All applicants for Associate Senator shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The ASCSU Associate Senator is responsible for writing relevant legislation concerning the CSU student body as well as the Senate Body itself. The Associate Senator will also represent their respective colleges in the Senate Body. This position will work very closely with the Senator(s) representing their college or office. Associate senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process.

Supervision:

The Associate Senator is directly accountable to the students of Colorado State University via their respective college council, SDPS office, or student council. They should also be held accountable by the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfil job duties. Graduate students shall be exempt from the three-hour requirement.



- Offer time for community service/engagement opportunities; give back to the community.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the senate code of conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.



- Attend all weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Dedicate five office hours a week (graduate students exempt).
 - One hour attending the respective College Council or SDPS office/student council
 - One hour shall be devoted to internal committee meetings.
 - Three hours shall be devoted to legislation/college council duties and constituent outreach.

General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions (of their choosing).
- Attend one of the mandatory diversity workshops, as required by previous legislation.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Work to promote the mission and image of ASCSU.
- Work closely with constituent base to ensure collaboration as a representative with those who elect you into office.
- 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.



ASCSU Job Description

Associated Students of Colorado State University

Senator

General Eligibility:

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

General Responsibilities:

The ASCSU Senator is responsible for writing legislation concerning the CSU student body as well as the Senate Body itself. Senators will also represent their respective colleges, SDPS offices, or councils in the Senate Body. Senators shall offer themselves as a resource for students. Senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process.

Supervision:

The Senator is directly accountable to the Students of Colorado State University via their respective College Council, SDPS Office, or student Council. **They shall also be held to account by the Speaker of the Senate.**

Job Specific Tasks and Responsibilities:

- Contribute a minimum of five (5) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfil job duties. Graduate students shall be exempt from the five-hour requirement.

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- General knowledge of the ASCSU Senatorial job descriptions.
- 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.



- Chair weekly committee meetings.
- General administrative duties.
- Assist in crafting legislation for the Senate, and contribute as a general legislative aide.

General Fall/Spring Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend two of the diversity workshops, as required by previous legislation.
- Work to promote the mission and image of ASCSU.
- 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 Legislative Bylaws.
- Follow all Colorado State University policies, including the senate code of conduct.

Basic Qualifications:

- Current standing as a Senator or Associate Senator within ASCSU.
- Ability and interest to represent students of Colorado State University.



ASCSU Job Description

Associated Students of Colorado State University

Committee Chair

Shall receive compensation of \$1200 for the academic year. The Budgetary Affairs Committee Chair shall receive an additional \$600 for the academic year.

General Eligibility:

All applicants for the Committee Chair shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The Committee Chair is responsible for running their respective internal committee. The Committee Chair will also work as a legislative aide to Senators and other university students in need. It is important that the Committee Chair is familiar with the workings of internal committees. Committee Chairs must concurrently be a senator or Associate Senator in ASCSU.

Supervision:

The Committee Chair is directly accountable to the students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of three (3) hours throughout the workweek

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

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.



- Follow up on training for new and existing Senators.
- Market the senate via social media and other means.

General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend two of the mandatory diversity workshops, as required by previous legislation.
- Work to promote the mission and image of ASCSU.
- 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 Legislative Bylaws.
- Follow all Colorado State University policies, including the senate code of conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions.
- Friendly and social demeanor.



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- Contribute a minimum of eight (8) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office and are tracked by the front desk. Work as many extra hours needed to fulfill job duties.
 - Attend Senate Leadership weekly meetings. Come prepared with the student organizations, college councils, *et cetera* that the Recruitment and Retention Officer will go see this week.
 - Coordinate outreach with student organizations and college councils, including attending meetings for said groups on a weekly basis.
 - Maintain student organization contacts for ASCSU in coordination with the Executive Department of Outreach. Maintain contacts for Fraternity & Sorority Life and college councils; know the meeting times and locations of said groups. Keep this information in an Excel sheet.
 - Attend major events for ASCSU, Colorado State University, Fraternity and Sorority Life, and other organizations to extend communications. Have a method of informing Senate of major events going on.
 - Keep up to date on the ratification process knowing the number of available and held Senate seats, helping potential Senators and transferring information to the Parliamentarian and Speaker of the Senate.
 - Educate Senators about ASCSU branch and SDPS Offices interconnection, legislative procedures, and Senatorial duties.
 - Ensure new members sign up for committees and maintain their attendance at those committees and their college councils.
 - Collect personal and contact information for Senators and Associate Senators. Maintain this contact information for the access of all Senate Leadership.
 - Put together events and gatherings to build community within Senate, and work to improve the image and morale of Senate.



ASCSU Job Description

Associated Students of Colorado State University

Recruitment and Retention Officer

Shall receive compensation of \$3,000 for the fall/spring semesters.

General Eligibility:

All nominees for the Recruitment and Retention Officer shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The ASCSU Senate Recruitment and Retention Officer is responsible for outreach/recruitment as well as connecting with Senators inside the Legislative Body. It is important that the Recruitment and Retention Officer is familiar with student organizations, college councils, and SDPS offices, as well as the specific members of the Senate. The Recruitment and Retention Officer should be aware of the inner workings of the ASCSU Senate Body and have strong interpersonal skills to recruit, train, and hold accountable all Senators in the Senate. This officer will be working closely with the Executive Department of Campus Engagement to attend CSU events and promote the organization of ASCSU.

Supervision:

The Recruitment and Retention Officer is directly accountable to the students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

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- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Good organizational and preparatory skills.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.



General Tasks and Responsibilities:

- Attend the mandatory spring training session, ASCSU Fall Retreat, as well as the ASCSU Spring Retreat.
- Attend two of the mandatory diversity workshops, as required by previous legislation.
- Work to promote the mission and image of ASCSU.
- 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 Legislative 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.
- Extensive knowledge of Senate and parliamentary procedures as well as legislative writing.
- Ability to work in WordPress and Microsoft Office applications.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.

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- Contribute a minimum of ten (10) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office and are tracked by the Front Desk. Work as many extra hours needed to fulfill job duties.
 - Attending the weekly Senate Leadership Meeting.
 - Review submitted legislation for addition to the agenda for spelling, grammar, coherence, and adherence to Senate regulations.
 - Ensure that legislation is signed by the ASCSU President.
 - Maintain the bill book.
 - Distribute signed legislation to the proper parties each week.
 - Maintain the technology required for the functioning of Senate and be responsible for its usage and execution.
 - Responsible for reading bills in Senate.
 - Assist the Speaker of the Senate with managing Senate sessions using parliamentary procedure and maintaining general order.
 - Meet with the Speaker of the Senate on a weekly basis to discuss work completed in the previous week and goals in the coming week.
 - Provide legislative aid for all Senators.
 - Help with weekly Senate preparation, including creating name placards.
 - Market the senate via social media and other means.