

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-NINTH SENATE
7th SESSION
9 OCTOBER 2019**

**BILL #4907
Elections Manager Job Description Amendments**

SPONSORED BY: Austin Fearn, Senator, Natural Sciences, University Affairs Chair;

WRITTEN BY: Claire Fenton, Supreme Court Chief Justice;
COLLABORATED WITH: Ben Amundson, President

ENDORSED BY: Chloe Harp-Rasmussen, Supreme Court Deputy Chief Justice; Zachary Simon, Deputy Chief of Staff; Ryan Ashburn, Director of Academics; Blake Alfred, Speaker of the Senate;

ABSTRACT: As per requirement, the following job description for the 2019-2020 Associated Students of Colorado State University (ASCSU) is provided to the 49th Senate for their consideration and hopeful ratification.

WHEREAS

Article I Section 104 of the ASCSU Constitution states "Job descriptions shall be created or changed only by action of a bill passed by the Senate."

WHEREAS

Article VIII Section 803 of the ASCSU Constitution states "The Judicial Branch shall select an unbiased and impartial member of ASCSU to serve as Elections Manager."

WHEREAS

This bill and position should seek to fulfill ASCSU's mission to represent student voices on campus

THEREFORE BE IT HEREBY ENACTED

That the Forty-Ninth Senate formally adopts the following job description for the 2019-2020 Administration; and

THEREFORE BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be forwarded to Dr. Joyce McConnell, Colorado State University President; Dr. Blanche Hughes, Vice-President for Student Affairs; Dr. Kathy Sisneros, Assistant Vice-President for Student Affairs; Dr. Mike Ellis, Lory Student Center Director; Jessica Dyrdaahl, ASCSU Advisor; and Jason Huitt, ASCSU Elections Adviser

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Benjamin

PRESIDENT Ben Amundson

10-16-19

DATE

10-22-19

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ASCSU Job Description
Associated Students of Colorado State University

Elections Manager

Shall receive compensation of \$3,000 for the fall and spring semesters beginning December 4th, 2019 and ending one week after elections.

General Eligibility:

All applicants for the Elections Manager position shall be students enrolled in at least one (1) on-campus credit at Colorado State University, and must be in good academic and disciplinary standing 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 and Supervision:

The ASCSU Elections Manager will be nominated by the ASCSU Chief Justice and approved by majority vote of the Senate. The Elections Manager serves until the end of the elections period. The Elections Manager may be reappointed to the Elections Manager position, but may hold no other executive, legislative, or judicial office.

Job-Specific Tasks and Responsibilities:

1. Chair and organize meetings of the Elections Committee.
2. Attend weekly meetings with the ASCSU Chief Justice as needed.
3. Schedule meetings with , the Elections advisors, as needed.
4. **Campus Engagement:** Before and throughout the election period, the ASCSU Elections Manager will be expected to design and implement a plan to improve outreach to students of all backgrounds to advertise and promote the ASCSU elections. This should include candidacy and voting. In order to do so, the Elections Manager must meet the following conditions, at minimum:
 1. Reach out to different Registered Student Organizations to communicate opportunities for students.
 2. Work with current Senators for SDPS Offices, College Councils, and Student Organizations in order to market the elections.
 3. Work weekly with the ASCSU Marketing Department to create marketing materials for available election candidates.
 4. Work weekly with the ASCSU Campus Engagement Department to set up regular tabling shifts in order to recruit candidates for elected positions.
5. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
6. Select the Elections Committee with the ratification of Senate prior to Spring Break.
7. Train the Elections Committee.
8. Request appointments of additional officers as needed.
9. Hold orientation sessions for potential Senator and Speaker of the Senate candidates, as well as for potential Presidential/Vice Presidential candidates, for the purpose of familiarizing them with the elections process and the ASCSU Referenda and Elections Code.

10. Collaborate with candidates in the ASCSU elections to ensure compliance with all rules and regulations.
11. Propose changes, if any, to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate one month before ASCSU elections.
12. Propose changes, if any, to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate two weeks after the ASCSU elections.
13. Contribute a **MINIMUM of 10 office hours per week, prior to the election period, 5 of which are required inside the ASCSU office and 20 office hours per week during the election period.** Work as many extra hours as needed to fulfill job duties.

General Tasks and Responsibilities:

- Attend SLiCE P-Card training.
- **Submit an electronic copy of the ASCSU Weekly Report** in the spring semester including general report items, important dates, and other project information **every Friday** until the end of the elections period.
- Work to promote the mission of ASCSU 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, ASCSU Code of Ethics and Judicial Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to advocate for the Students of Colorado State University.
- Demonstrate a strong commitment to the Principles of Community: **Inclusion, Integrity, Respect, Service, and Social Justice**
- Experience supporting various student communities at Colorado State University is preferred.
- 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.
- Previous experience in the ASCSU Elections Process is preferred.

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.