



**23th SESSION OF THE FIFTY-THIRD SENATE
17 APRIL 2024**

**BILL 5326
Executive Job Descriptions**

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

WRITTEN BY: Nicholas DeSalvo, ASCSU President, ASCSU President-Elect; Braxton Dietz, Chief of Staff, ASCSU Vice President-Elect

SPONSORED BY:

ENDORSED BY:

ABSTRACT: This bill seeks to update the Executive Job Descriptions for the 2024-2025 academic year

WHEREAS

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

WHEREAS

Given future priorities and analyzation of past positions, some positions have been changed, removed, or added; and,

THEREFORE, BE IT HEREBY ENACTED

That this document serves as a compilation of the 2024-2025 Executive Cabinet Job Descriptions; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be forwarded to Amy Parsons, President, Colorado State

University President; Dr. Blanche Hughes, Vice President for Student Affairs; Nicholas DeSalvo, ASCSU President

**PASSAGE AND ENACTMENT OF BILL 5326
24th SESSION**

Yays-Nays-Abstentions

Passed

SENATE PASSAGE :24th

DATE :04/24/2024

ASCSU PRESIDENT NICHOLAS DESALVO

Nicholas DeSalvo

DATE

5-1-24

THAT THIS LEGISLATION SHALL BE FORWARDED TO

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

Nicholas DeSavlo, ASCSU President

ARCHIVE INFO [Parliamentarian Use Only]

INTRODUCTION DATE/SESSION:23rd

ARCHIVE DATE:

OFFICE OF THE PRESIDENT

President

Base Compensation:

2024 Summer: \$3,100

2024- 25 Academic Year: \$11,500

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 10 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 20 hours throughout the workweek.
 - Minimum of 10 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise decided by the Office of the President) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 12 on-campus credits at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Certified by the elections committee as elected to the Presidency by the CSU Student Body

General Responsibilities:

- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks needed to serve the Student Body and maintain ASCSU.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular meetings with the Office of the President.
 - Convey organizational goals and priorities.
- Oversee the Office of the President (Vice President, Chief of Staff, and Deputy Chief of Staff).
- Attend weekly Executive Cabinet meetings.
- Create the ASCSU budget with the Vice President.
- Lead and oversee ASCSU.

COMMITTEE'S REVIEWED:Internal, DEI, Budgetary

MONETARY? Y



- Sign Senate legislation in the best interest of the CSU Student Body.
- Meet regularly with CSU Administration.
- Serve on the CSU Board of Governors.
- Serve as the forward-facing figurehead of ASCSU to other aspects of CSU and the general community, including, but not limited to student organizations, Greek organizations, SDPS offices, underclassmen, graduate students, elected officials, CSU Administration and the Board of Governors, policy makers, organizational partners, and Fort Collins residents.
- Establish a healthy and productive work environment for staff.
- Delegate appropriate tasks to members of the Executive Cabinet department.
- Work with the Vice President to hire an Executive Cabinet staff.
- Actively attend the Colorado Student Government Coalition meetings to strengthen the statewide partnership of student governments.

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.

Additional Summer Tasks and Responsibilities:

- Aid in planning the ASCSU Fall Retreat.
- Create a comprehensive ASCSU priorities and strategy plan with the President and Speaker of the Senate.
- Aid in onboarding all cabinet members working over the summer.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.

Spring- Specific Duties:

- Attend the Spring Administrative Transition Day Retreat

Vice President

Base Compensation:

2024 Summer: \$2,900

2024- 25 Academic Year: \$10,350

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 12 on-campus credits at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Certified by the elections committee as elected to the Presidency by the CSU Student Body

Job Description:

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

Supervision:

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

General Tasks and Responsibilities:

- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.

- Any other tasks needed to serve the Student Body and maintain ASCSU.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular meetings with the Office of the President.
 - Convey organizational goals and priorities.
- Attend weekly Executive Cabinet meetings.
- Create the ASCSU budget with the President.
- Lead and help oversee ASCSU with the President.
- Meet regularly with CSU Administration.
- Serve as a forward-facing figurehead of ASCSU to other aspects of CSU and the general community, including, but not limited to student organizations, Greek organizations, SDPS offices, underclassmen, graduate students, elected officials, policy makers, organizational partners, and Fort Collins residents.
- Establish a healthy and productive work environment for staff.
- Delegate appropriate tasks to members of the Executive Cabinet department.
- Work with the President to hire an Executive Cabinet staff.
- Chair the Student Fee Review Board

Additional Summer Tasks and Responsibilities:

- Aid in planning the ASCSU Fall Retreat.
- Create a comprehensive ASCSU priorities and strategy plan with the President and Speaker of the Senate.
- Aid in onboarding all cabinet members working over the summer.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.

Spring- Specific Duties:

- Attend the Spring Administrative Transition Day Retreat

Chief of Staff

Base Compensation:

2024 Summer: \$1,958.40

2024- 25 Academic Year: \$8,914.80

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 10 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 20 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Personnel and project management experience.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal, communication, and critical decision-making skills.

Job Description:

The ASCSU Chief of Staff is responsible for maintaining the order of the ASCSU Executive office at the discretion of the ASCSU President. The Chief of Staff will also act as a representative of the President and Vice President of ASCSU when asked. It is important that the Chief of Staff have personnel, organizational, and managerial skills, and a commitment to ensuring positive and professional office culture. The Chief of Staff will serve as the primary liaison to all Executive departments.

Supervision:

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

General Tasks and Responsibilities:

- Set up and run weekly meetings with the rest of the Office of the President.
 - Update the President & Vice President on progress & activities of all departments.
- Set up and run weekly or biweekly meeting with each department.
 - Receive updates from each department.
 - Communicate goals, priorities, and strategies from the Office of the President.
 - Ensure all Cabinet members are fulfilling their job descriptions and delegated responsibilities.
 - Guide & advise staffers in implementing projects, hosting events, creating policies, etc.
 - Aid each department in understanding and managing their budget.
- Manage all Executive projects, initiatives, and policies.
- Work to establish a positive relationship with the ASCSU Senate.
- Assist the ASCSU President and Vice President with any delegated tasks.
- Plan and chair weekly Cabinet meetings.
 - Reserve meeting space in the LSC.
 - Create an agenda for each meeting to send out in the ASCSU weekly email.
- Work with the Office of the President to create an accountability system for the Executive Staff.
- Sit on the Vice President of Student Affairs Council of Student Leaders.
- Respond to all ASCSU correspondence within 2 business days.
- Aid in planning an ASCSU Invites dinner event with various campus leaders each month.

Additional Summer Tasks and Responsibilities:

- Plan the ASCSU Fall Retreat.
- Connect with each cabinet member individually.
- Collect summer reports from all working cabinet members.
- Onboard all cabinet members working over the summer.

Fall/Spring – Job Specific Tasks and Responsibilities:

- Aid in planning ASCSU Invites dinners. monthly reports from each member at the end of each month.
- Plan incoming/ outgoing day retreat at the end of Spring Semester
- Collect monthly reports from each member at the end of each month.

Deputy Chief of Staff

Base Compensation:

2024 Summer: \$1,907

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Personnel and project management experience.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal, communication, and critical decision-making skills.

Job Description:

The Deputy Chief of Staff is responsible for aiding the Chief of Staff maintaining the order of the ASCSU Executive office at the discretion of the President and Vice President. The Deputy Chief of Staff will also act as a representative of the Chief of Staff when asked. It is important that the Chief of Staff have personnel, organizational, and managerial skills, and a commitment to ensuring positive and professional office culture. The Deputy Chief of Staff will serve as the secondary liaison to all Executive departments.

Supervision:

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

General Tasks and Responsibilities:

- Attend weekly meetings with the rest of the Office of the President.
 - Update the President & Vice President on progress & activities of all departments.
- Set up and run weekly or biweekly meeting with each department.
 - Receive updates from each department.
 - Communicate goals, priorities, and strategies from the Office of the President.
 - Ensure all Cabinet members are fulfilling their job descriptions and delegated responsibilities.
 - Guide & advise staffers in implementing projects, hosting events, creating policies, etc.
 - Aid each department in understanding and managing their budget.
- Manage all Executive projects, initiatives, and policies.
- Assist the Chief of Staff with any delegated tasks.
- Plan and chair weekly Cabinet meetings alongside the Chief of Staff.
 - Reserve meeting space in the LSC.
 - Create an agenda for each meeting to send out in the ASCSU weekly email.
- Work with the Office of the President to create an accountability system for the Executive Staff.
- Sit on Rocky Mountain Student Media Executive Directors Board.
 - Report relevant information back to the Office of the President & vice/ versa.
- Respond to all ASCSU-related correspondence within 2 business days.
- Collect monthly reports from each member at the end of each month.
- Aid in planning an ASCSU Invites dinner event with various campus leaders each month.

Summer-- Specific Tasks and Responsibilities:

- Aid in planning the ASCSU Fall Retreat.

Spring- Specific Tasks and Responsibilities:

- Aid in planning incoming/ outgoing day retreat at the end of Spring Semester

DEPARTMENT OF FINANCE

Director of Finance

Base Compensation:

2024 Summer Semester: \$938.40

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Relevant experience in accounting.
- Familiarity with Microsoft Office and Excel.
- Demonstrate excellent interpersonal, communication, leadership, and critical decision-making skills.
- Ability to use discretion and keep confidentiality.
- General knowledge of ASCSU and university procedures and policies.

Job Description:

The Director of Finance aids in managing ASCSU's \$1.7M discretionary budget. They will work with the ASCSU accountant to ensure all financial transactions follow the correct procedures and make budgeting recommendations to the President and Vice President. They will also chair the Board for Student Organization Funding.

Supervision:

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

General Tasks and Responsibilities:

- Set up and run regular meetings with the ASCSU Accountant, ASCSU Financial Advisor, and Senate Budgetary Affairs Committee Chair to...
 - Ensure all aspects of ASCSU's financials are up to par.
 - Go over large upcoming or pending transactions to ensure all correct processes are followed.
 - Ensure all Senate Bills are being allocated to the correct places and funds are being utilized as designated.
- Chair the Board for Student Organization Funding (BSOF) to allocate funding grants for registered student organizations to utilize to host events to recruit members & serve their organization's purpose.
 - Rewrite BSOF bylaws & pass through the ASCSU Senate (if necessary).
 - Meet with and aid BSOF applicants.
 - Attend or delegate an attendee for all BSOF-funded events.
 - Track all BSOF spending.
- Aid other departments in understanding and managing their budgets.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Finance (1 deputy director and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.
- Set up BSOF.
 - Recruit members.
 - Set regular meeting time & location.

Spring- Specific Duties:

- Advise the 2025/26 President & Vice President- elect in creating the FY26 budget.
- Attend the Spring Administrative Transition Day Retreat

Deputy Director of Finance

Compensation:

2024- 25 Academic Year: \$4,340.10

Hours:

- Work begins on August 19th, 2024, and ends on May 31, 2025.
- Contribute a minimum of 7 hours throughout the workweek.
 - Minimum of 3 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Relevant experience in accounting.
- Familiarity with Microsoft Office and Excel.
- Demonstrate excellent interpersonal, communication, leadership, and critical decision-making skills.
- Ability to use discretion and keep confidentiality.
- General knowledge of ASCSU and university procedures and policies.

Job Description:

The Deputy Director of Finance aids the Director of Finance in managing ASCSU's \$1.7M discretionary budget. They will work with the ASCSU accountant to ensure all financial transactions follow the correct procedures and make budgeting recommendations to the President and Vice President. They will also be the deputy-chair to the Director of Finance of the Board for Student Organization Funding and oversee the Travel Grant.

Supervision:

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

General Tasks and Responsibilities:

- Attend regular meetings with the ASCSU Accountant, ASCSU Financial Advisor, and Senate Budgetary Affairs Committee Chair with/ in place of the Director of Finance to...
 - Ensure all aspects of ASCSU's financials are up to par.
 - Go over large upcoming or pending transactions to ensure all correct processes are followed.
 - Ensure all Senate Bills are being allocated to the correct places and funds are being utilized as designated.
- Be the Deputy Chair the Board for Student Organization Funding (BSOF) to allocate grants up to \$14,000 for registered student organizations to utilize to host events to recruit members & serve their organization's purpose.
 - Rewrite BSOF bylaws & pass through the ASCSU Senate (if necessary).
 - Meet with and aid BSOF applicants.
 - Attend or delegate an attendee for all BSOF-funded events.
 - Track all BSOF spending.
- Oversee the ASCSU Travel Grant...
 - Meet and guide Travel Grant applicants.
 - Track all Travel Grant spending.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Finance (1 deputy director and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.

DEPARTMENT OF MARKETING & COMMUNICATION

Director of Marketing

Compensation:

2024 Summer Semester: \$938.40

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Relevant experience in marketing, graphic design, and/or web development.
- Familiarity with Canva, Adobe, or another equivalent graphic design software.

Job Description:

The 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 shall be the head of the Department of Marketing & Communication and will oversee the maintenance of ASCSU's website alongside the members of the Front Desk staff and the rest of the Department of Marketing, as well as the ASCSU social media presence. It is important that the Director of Marketing be familiar with marketing/promotional concepts and practices, social media practices, and web development. The Director of Marketing is responsible for overseeing all marketing and media activities in a supervisory and strategic role.

Supervision:

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

General Tasks and Responsibilities:

- Create digital & physical marketing materials for other department's events and projects.
- Create marketing plans for largescale ASCSU projects.
- Create creative marketing strategies to further publicize ASCSU to the general student body.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence withing 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Marketing & Communication (1 deputy director, 1 Director of Public Relations, and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.

Spring- Specific Duties:

- Aid the 2025/26 President and Vice President- Elect in marketing job openings for the 2025/26 ASCSU Cabinet
- Attend the Spring Administrative Transition Day Retreat

Director of Public Relations

Compensation:

2024 Summer Semester: \$938.40

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on June 1st, 2024, and ends on May 31, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. Labor Day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Connections to various aspects of campus (student organizations, Greek organizations, SDPS offices, etc.)
- Well-developed communication and interpersonal skills.

Job Description:

The Director of Public Relations is responsible for furthering a positive public image of ASCSU to the student body and larger community. They will coordinate with the President & Vice President to schedule visits to aspects of CSU including student clubs, Greek organizations, SDPS offices, community events, philanthropy events, etc. to aid the President & Vice President in being able to listen to the needs of all aspects of the student body. They will also regularly attend events with the Fort Collins Chamber of Commerce to connect with local businesses and nonprofits to further ASCSU's goals in the larger local community.

Supervision:

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

General Tasks and Responsibilities:

- Coordinate with the President & Vice President to schedule visits to aspects of CSU including student clubs, Greek organizations, SDPS offices, community events, philanthropy events.
- Regularly attend the Fort Collins Chamber of Commerce social hours and meetings.
- Set up a CSU Students' Business of the Month for each full month that CSU is in session.
 - Negotiate discounts for CSU students.
 - Work with CSU marketing, ASCSU marketing, CSU athletics, etc. to market to the CSU Student Body
- Plan and coordinate an ASCSU community service event for each full month that CSU is in session.
- Plan and coordinate an ASCSU Invites event with various campus stakeholders and organizations for each full month that CSU is in session to allow ASCSU officials to listen to the needs of aspects of the student body.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence withing 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.

Spring- Specific Duties:

- Attend the Spring Administrative Transition Day Retreat

Deputy Director of Graphic Design

Compensation:

2024- 25 Academic Year: \$4,340.10

Hours:

- Work begins on August 19th, 2024, and ends on May 31, 2025.
- Contribute a minimum of 7 hours throughout the workweek.
 - Minimum of 3 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Relevant experience in marketing, graphic design, and/or web development.
- Familiarity with Canva, Adobe, or another equivalent graphic design software.

Job Description:

The Deputy Director of Graphic Design is responsible for aiding the Director of Marketing and creating graphics for digital and physical ASCSU marketing materials. The Deputy Director of Graphic Design will aid in the maintenance of ASCSU's website alongside the members of the Front Desk staff and the rest of the Department of Marketing. This also includes the ASCSU social media presence. It is important that the Deputy Director of Graphic Design be familiar with marketing/promotional concepts and practices, social media practices, and web development.

Supervision:

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

General Tasks and Responsibilities:

- Create digital & physical marketing materials for other department's events and projects.
- Create marketing plans for largescale ASCSU projects.
- Create creative marketing strategies to further publicize ASCSU to the general student body.

- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.

Spring- Specific Duties:

- Aid the 2025/26 President and Vice President- Elect in marketing job openings for the 2025/26 ASCSU Cabinet
- Attend the Spring Administrative Transition Day Retreat

DEPARTMENT OF GOVERNMENTAL AFFAIRS

Director of Governmental Affairs

Compensation:

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on August 19th, 2024, and ends on May 31, 2025.
- Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Knowledge of Colorado's legislative process and political climate.
- Passion for policy and legislative work and advocacy.

Job Description:

The Director of Governmental Affairs is responsible for furthering ASCSU's political discourse with elected officials on the city, county, state, and sometimes even federal level. As the head of ASCSU's Governmental Affairs Department, this individual will work closely with Fort Collins City Council, the State Legislature, ASCSU's lobbying firm, the Larimer County Board of Commissioners, the Joint Budget Committee, and the Governor of Colorado to further ASCSU's governmental priority of affordability of Colorado's higher education. The Director of Governmental Affairs should be familiar with Colorado's legislative process, demonstrate strong communication skills. The ASCSU Director of Governmental Affairs will also chair the Legislative Strategy Advisory Board: the entity that takes policy positions on behalf of ASCSU.

Supervision:

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

General Tasks and Responsibilities:

- Chair the Legislative Strategy Advisory Board (LSAB)
 - Meet regularly with ASCSU's lobbying firm.
 - Guide the board to vote to establish ASCSU's stance on legislation and policies.
 - Bring in guest speakers related to ASCSU's governmental priorities.
 - Rewrite bylaws (if necessary)
- Set up and run regular meetings with members of the Fort Collins City Council.
- Set up and run regular meetings with members of the Larimer County Board of Commissioners.
- Set up regular check in with ASCSU's lobbying firm to communicate ASCSU's governmental priorities to State officials & communicate the State's priorities to the Chief of Staff.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Governmental Affairs (2 deputy directors and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.
- Set up LSAB.
 - Recruit members.
 - Set regular meeting time and location.
- *Optional:* Accompany the ASCSU President to the Colorado Legislative Barbeque in Pueblo, CO.
- Plan and host the Community Roundtable.

Spring- Specific Duties:

- Plan and host ASCSU's Day at the Capitol
- Attend the Spring Administrative Transition Day Retreat

Deputy Director of Governmental Affairs

Compensation:

2024- 25 Academic Year: \$4,340.10

Hours:

- Work begins on August 19th, 2024, and ends on May 31, 2025.
- Contribute a minimum of 7 hours throughout the workweek.
 - Minimum of 3 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Knowledge of Colorado's legislative process and political climate.
- Passion for policy and legislative work and advocacy.

Job Description:

The Deputy Director of Governmental Affairs is responsible for aiding the Director of Governmental Affairs in furthering ASCSU's political discourse with elected officials on the city, county, state, and sometimes even federal level. This individual will work closely with Fort Collins City Council, the State Legislature, ASCSU's lobbying firm, the Larimer County Board of Commissioners, the Joint Budget Committee, and the Governor of Colorado to further ASCSU's governmental priority of affordability of Colorado's higher education. The Deputy Director of Governmental Affairs should be familiar with Colorado's legislative process, demonstrate strong communication skills. The Deputy Director of Governmental Affairs will be the vice-chair of the Legislative Strategy Advisory Board: the entity that takes policy positions on behalf of ASCSU.

Supervision:

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

General Tasks and Responsibilities:

- Vice-chair the Legislative Strategy Advisory Board (LSAB)
 - Meet regularly with ASCSU's lobbying firm.
 - Guide the board to vote to establish ASCSU's stance on legislation and policies.
 - Bring in guest speakers related to ASCSU's governmental priorities.
 - Rewrite bylaws (if necessary)
- Attend regular meetings with members of the Fort Collins City Council.
- Attend regular meetings with members of the Larimer County Board of Commissioners.
- Attend regular check in with ASCSU's lobbying firm to communicate ASCSU's governmental priorities to State officials & communicate the State's priorities to the Chief of Staff.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.
- Aid in setting up LSAB.
 - Recruit members.
 - Set regular meeting time and location.
- Aid in planning ASCSU's Community Roundtable.

Spring- Specific Duties:

- Aid in planning ASCSU's Day at the Capitol

DEPARTMENT OF TRADITIONS

Director of Traditions

Compensation:

Summer: \$938.40

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on June 1st, 2024, and ends on May 31st, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in event planning.
- Passion for CSU's student life and athletics environment.

Job Description:

The Director of Traditions is responsible for revitalizing, improving, organizing, and helping execute CSU traditions and largescale events to enhance the student experience. The Director of Traditions will also collaborate with the Alumni Association, CSU Events, Athletics, and Donor Engagement. It is important that the Director of Traditions is familiar with internal and external resources, event budgeting, and understands the importance of traditions and a vibrant student experience at Colorado State University. This individual must also have strong leadership and organizational skills, a commitment to outreach, and background experience in event planning.

Supervision:

The Director of Traditions is directly accountable to the Students of Colorado State University via the Chief of Staff and Deputy Chief of Staff.

General Tasks and Responsibilities:

- Set up and run regular meetings with CSU Athletics & tailgating department.
- Set up and run regular meetings with CSU Event Planning.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Traditions (2 deputy directors and one or more interns)
- Attend weekly Executive Cabinet meetings.
- Work with the Pride Resource Center to sponsor and aid their Drag show events.

Summer- Specific Duties:

- Plan CSU's student tailgate section for football games.
- Plan ASCSU's Grill the Buffs Event
- Plan ASCSU's Ag Day Celebration
- Plan the CSU Homecoming Parade

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.
- Coordinate & execute CSU's student tailgate section for football games
- Coordinate & execute ASCSU's Grill the Buffs Event
- Coordinate & execute ASCSU's Ag Day Celebration & Campus Concert
- Coordinate & execute the CSU homecoming parade.
- Plan the ASCSU RailJam
-

Spring- Specific Duties:

- Coordinate & execute the ASCSU RailJam
-
- Plan ASCSU's Feast of the Food Trucks

- Plan ASCSU's Inaugural Ball.

Deputy Director of Traditions

Compensation:

Summer: \$469.20

2024- 25 Academic Year: \$4,340.10

Hours:

- Work begins on June 1st, 2024, and ends on May 31st, 2025.
- Summer: Contribute a minimum of 3 hours throughout the workweek.
- Fall/ Spring: Contribute a minimum of 7 hours throughout the workweek.
 - Minimum of 3 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in event planning.
- Passion for CSU's student life and athletics environment.

Job Description:

The Deputy Director of Traditions is responsible for aiding the Director of Traditions in revitalizing, improving, organizing, and helping execute CSU traditions and largescale events to enhance the student experience. The Deputy Director of Traditions will also collaborate with the Alumni Association, CSU Events, Athletics, and Donor Engagement. It is important that the Deputy Director of Traditions is familiar with internal and external resources, event budgeting, and understands the importance of traditions and a vibrant student experience at Colorado State University. This individual must also have strong leadership and organizational skills, a commitment to outreach, and background experience in event planning.

Supervision:

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

General Tasks and Responsibilities:

- Attend weekly Executive Cabinet meetings.
- Attend regular meetings with CSU Athletics & tailgating department.
- Attend regular meeting with CSU Event Planning.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence withing 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Attend weekly Executive Cabinet meetings.
- Work with the Pride Resource Center to sponsor and aid their Drag show events.

Summer- Specific Duties:

- Aid in planning CSU's student tailgate section for football games
- Aid in planning ASCSU's Grill the Buffs Event
- Aid in planning ASCSU's Ag Day Celebration
- Aid in planning the CSU Homecoming Parade

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat.
- Aid in coordinating & executing CSU's student tailgate section for football games
- Aid in coordinating & executing ASCSU's Grill the Buffs Event
- Aid in coordinating & executing ASCSU's Ag Day Celebration & Campus Concert
- Aid in coordinating & executing the CSU homecoming parade.
- Aid in planning the ASCSU RailJam

Spring- Specific Duties:

- Aid in coordinating & executing the ASCSU RailJam
- Aid in planning ASCSU's Feast of the Food Trucks
- Aid in planning ASCSU's Inaugural Ball

DEPARTMENT OF BASIC NEEDS
Director of Basic Needs

Compensation:

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on August 19th, 2024, and ends on May 31st, 2025.
- Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in or knowledge of wellness and aid programming.
- Passion for food security, housing security, and mental health advancement.

Job Description:

The Director of Basic Needs is responsible for furthering mental wellness and access to secure housing and nutrition for CSU students. They will work to establish educational and aid programs focused on housing and food security and mental wellness. They will also lead the Department of Basic Needs.

Supervision:

The Director of Basic Needs is directly accountable to the Students of Colorado State University via the Chief of Staff and Deputy Chief of Staff.

General Tasks and Responsibilities:

- Plan regular blood drives.
- Set up and run regular meetings with CSU Health Center liaisons.

- Attend regular meetings with Rams Against Hunger liaisons.
- Attend regular meetings with Yes in My Backyard.
- Attend regular meetings with Strong Towns.
- Attend regular meetings with NoCo Housing Initiatives.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Basic Needs (1 deputy director and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat

Spring- Specific Duties:

- Attend the Spring Administrative Transition Day Retreat

Deputy Director of Basic Needs

Compensation:

2024- 25 Academic Year: \$4,340.10

Hours:

- Work begins on August 19th, 2024, and ends on May 31st, 2025.
- Contribute a minimum of 7 hours throughout the workweek.
 - Minimum of 3 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in or knowledge of wellness and aid programming.
- Passion for food security, housing security, and mental health advancement.

Job Description:

The Deputy Director of Basic Needs is responsible for spearheading increased access to secure housing and nutrition for CSU students. They will work to establish educational and aid programs focused on housing and food security and meet with various housing and food security organizations.

Supervision:

The Deputy Director of Basic Needs is directly accountable to the Students of Colorado State University via the Director of Basic Needs, Chief of Staff, and Deputy Chief of Staff.

General Tasks and Responsibilities:

- Aid in planning regular CSU blood drives.
- Attend regular meetings with CSU Health Center liaisons.
- Set up and run regular meetings with Rams Against Hunger liaisons.

- Set up and run regular meetings with Yes in My Backyard.
- Set up and run regular meetings with Strong Towns.
- Set up and run regular meetings with NoCo Housing Initiatives.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat

Spring- Specific Duties:

- Attend the Spring Administrative Transition Day Retreat

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

Director of Environmental Affairs

Base Compensation:

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on August 19th, 2024, and ends on May 31st, 2025.
- Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in or knowledge of sustainability initiatives.
- Passion for furthering CSU's sustainability initiatives.

Job Description:

The Director of Environmental Affairs is responsible for furthering CSU's environmental policy and sustainability initiatives. They will work to establish and further sustainability programs, environmental impact mitigation, and environmental funds. They will also lead the Department of Environmental Affairs (1 deputy and one or more interns) and Chair the Coalition for Sustainable Student Organizations.

Supervision:

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

General Tasks and Responsibilities:

- Chair the Coalition for Sustainable Student Organizations
 - Recruit representatives from Student Sustainability Center, Zero Waste Team, Defend our Future, and Patchwork Project
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Oversee the Department of Basic Needs (1 deputy director & one or more interns).
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Basic Needs (1 deputy director and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat
- Create an environmental impact assessment and mitigation plan for Ag Day Celebration & Campus Concert

Spring- Specific Duties:

- Create an environmental impact assessment and mitigation plan for RailJam
- Create an environmental impact assessment and mitigation plan for campus concerts planned in part by ASCSU.
- Plan and coordinate Earth Month
- Attend the Spring Administrative Transition & Orientation Day Retreat.

Deputy Director of Environmental Affairs

Base Compensation:

2024- 25 Academic Year: \$4,340.10

Hours:

- Work begins on August 19th, 2024, and ends on May 31st, 2025.
- Contribute a minimum of 7 hours throughout the workweek.
 - Minimum of 3 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in or knowledge of sustainability initiatives.
- Passion for furthering CSU's sustainability initiatives.

Job Description:

The Deputy Director of Environmental Affairs is responsible for furthering CSU's environmental policy and sustainability initiatives. They will work to establish and further sustainability programs, environmental impact mitigation, and environmental funds. They will also be the Vice-Chair of the Coalition for Sustainable Student Organizations under the Director of Environmental Affairs.

Supervision:

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

General Tasks and Responsibilities:

- Be the Vice- Chair the Coalition for Sustainable Student Organizations
 - Recruit representatives from Student Sustainability Center, Zero Waste Team,

Defend our Future, and Patchwork Project

- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence within 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Basic Needs (1 deputy director and one or more interns)
- Attend weekly Executive Cabinet meetings.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat
- Aid in creating an environmental impact assessment and mitigation plan for Ag Day Celebration & Campus Concert

Spring- Specific Duties:

- Aid in creating an environmental impact assessment and mitigation plan for RailJam
- Aid in creating an environmental impact assessment and mitigation plan for campus concerts planned in part by ASCSU.
- Aid in planning and coordinating Earth Month
- Attend the Spring Administrative Transition & Orientation Day Retreat

DEPARTMENT OF DIVERSITY & INCLUSION
Director of Diversity, Equity, and Inclusion

Base Compensation:

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on August 19th, 2024, and ends on May 31st, 2025.
- Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Experience in or knowledge of diversity- focused social work.
- Passion for uplifting voices of traditionally underrepresented communities.

Job Description:

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

Supervision:

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

General Tasks and Responsibilities:

- Set up and run regular meetings with all ASCSU Senators and Associate Senators representing SDPS Offices
- Create a yearly calendar, with support and resources from the SDPS offices, that highlights the holidays, heritage month(s), and awareness week(s) of the various cultures at CSU and send to ASCSU branch leaders and front desk.
- Aid in planning the ASCSU Invites: SDPS Offices event.
- Make recommendations to the Office of the President and other ASCSU branch leaders to ensure that all ASCSU events and meetings are accessible.
- Make recommendations to the Office of the President and other ASCSU branch leaders to ensure that traditionally underrepresented voices are being accounted for in ASCSU operations.
- Revitalize and run the ASCSU Culture Review Board
 - Market internally to ASCSU Officials.
 - Receive input to address ongoing internal concerns within ASCSU.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence withing 2 business days.
- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff.
 - Relay all ongoing projects, initiatives, events, etc.
- Attend weekly Executive Cabinet meetings.
- Collaborate with at least one Diversity symposium per semester. Bring numerous campus partners on board.
- Work with the Office of International Programs to address concerns of international students.
- Work with the Director of Academic Relations and Graduate Student Council to address concerns of graduate students including but not limited to the Graduate Student Union.
- Work closely with KEY communities, Community for Excellence, Academic Advancement Center, and Global Village for collaboration efforts to ensure that ASCSU opportunities are accessible.
- Establish connections with Hillel and other Jewish Communities on campus to bridge the gap historically established by ASCSU.
- Establish connections with the Black/African American Cultural Center to bridge the gap historically established by ASCSU.
- Establish connections with the SDPS Offices to bridge the gap historically established by ASCSU.

- Work with ASCSU Advisors to ensure adequate internal promotion of the ASCSU Social Justice Book Library.
- Work with the Multi-Faith and Belief Student Council in order to include students of multiple faiths and address concerns they have about campus
Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to all Directors and Deputy Directors to talk about diversity, equity and inclusivity on campus.
- Attend Senate's Diversity, Equity and Inclusion Committee meeting to advance interbranch collaboration on DEI initiatives; at a minimum communicate with the Chair of the Diversity, Equity and Inclusion Committee to receive information about the topics discussed in the caucus and reach out to members.
- Work with the Pride Resource Center to sponsor and aid their Drag show events.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat

Spring- Specific Duties:

- Attend the Spring Administrative Transition & Orientation Day Retreat.

DEPARTMENT OF ACADEMIC RELATIONSN

Director of Academic Relations

Base Compensation:

2024 Summer: \$938.40

2024- 25 Academic Year: \$8,680.20

Hours:

- Work begins on June 1st, 2024, and ends on May 31st, 2025.
- Summer: Contribute a minimum of 7 hours throughout the workweek.

- Fall/ Spring: Contribute a minimum of 15 hours throughout the workweek.
 - Minimum of 6 hours of which are required inside the ASCSU office or available via a remote meeting platform.
 - Contribute as many extra hours as needed to fulfill job duties and meet student needs.
- Will not be required to work (unless otherwise specified by the Vice President or Chief of Staff) on the following dates:
 - Fall Break, Winter Break, Spring Break
 - Any other university-sanctioned holidays (e.g. labor day, MLK day, memorial day, etc.)

Eligibility & Qualifications:

- Enrolled in at least 1 on-campus credit at Colorado State University.
- In good standing with ASCSU and CSU.
- Maintain good standing and enrollment status throughout their term in office.
- Passion for academic advocacy and advancement of the CSU Student Body.

Job Description:

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

Supervision:

The Director of Academic Relations is directly accountable to the Students of Colorado State University via the Chief of Staff and Deputy Chief of Staff.

General Tasks and Responsibilities:

- Set up and run regular meetings with all Faculty Council Student Representatives
- Set up and run regular meetings with the CSU Provost’s Office.
- Attend regular meetings with the Chief of Staff/ Deputy Chief of Staff.
 - Relay all ongoing projects, initiatives, events, etc.
- Write a progress report & submit to the Chief of Staff and Deputy Chief of Staff at the end of each month.
- Any other tasks delegated from the Office of the President.
- Respond to all ASCSU-related correspondence withing 2 business days.

- Attend regular departmental check-in meetings with the Chief of Staff/ Deputy Chief of Staff
 - Relay all ongoing projects, initiatives, events, etc.
- Oversee the Department of Basic Needs (1 deputy director and one or more interns)
- Attend weekly Executive Cabinet meetings.
- Work with the Director of Diversity, Equity, and Inclusion and Graduate Student Council to address concerns of graduate students including but not limited to the Graduate Student Union.

Fall- Specific Duties:

- Attend the ASCSU Fall Retreat
- Make nominations for Faculty Council Student Representatives for approval by the ASCSU President
- Implement a syllabus bank by Spring 2025 course registration.

Spring- Specific Duties:

- Attend the Spring Administrative Transition & Orientation Day Retreat

• •

