ASCSU Job Description
Associated Students of Colorado State University

Chief of Staff

Shall receive compensation of $8000 for Fall/Spring semesters and $2500 for Summer semester.

General Eligibility:
All applicants for the Chief of Staff shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.25 minimum, but 2.75 cumulative preferred.

General Responsibilities:
The ASCSU Chief of Staff is responsible for maintaining the order of the ASCSU Executive office at the discretion of the ASCSU President and Vice President. The Chief of Staff will also act as a representative of the President and Vice President of ASCSU when required. It is important that the Chief of Staff is familiar with managerial skills and work on ensuring positive and professional office culture.

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

Summer - Job Specific Tasks and Responsibilities:
- Contribute **15 hours per week** during the summer period
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office as well as training in other financial areas
- Act as an account signer for financial document approvals.
- Assist the ASCSU President and Vice President with any delegated tasks.
- Coordinate with Administrative Assistant, President, Vice President, Deputy Chief of Staff, Legislative and Executive Branch leadership, and other professional staff for the ASCSU Fall Retreat.
- Assist the President and Vice President in organizing office space.
- Establish a healthy and productive work environment for staff.
- Seek Human Resource and Conflict Resolution Professional Development Opportunities.

Fall/Spring - Job Specific Tasks and Responsibilities:
- Contribute a minimum of **20 hours** throughout the workweek, **15 hours of which are required inside the ASCSU Office**. Work as many extra hours needed to fulfill job duties.
- Act as an account signer for financial document approvals.
- Assist the ASCSU President and Vice President with any delegated tasks.
- Act as the direct supervisor of all Cabinet Directors/Coordinators/Liaisons alongside the Deputy Chief of Staff per the organizational chart approved by the ASCSU President and
Vice President. The Chief of Staff shall make recommendations on hiring and termination of executive branch members under the reporting authority of the President and Vice President.

- Ensure regular meetings between Cabinet members and a member of the Office of the President.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Develop and facilitate performance evaluations of Cabinet Directors/Coordinators once per semester.
- Manage conflict resolution and mediation of issues through administrative standard disciplinary system.
- Submit an electronic weekly ASCSU Staff Report including general report items, important dates, and other details of projects every Friday, and ensure conciseness and clarity in other Cabinet Reports. Keep electronic copies of Weekly ASCSU Staff Reports for historical storage purposes.
- Attend meetings for the ASCSU President and ASCSU Vice President if both are unable to attend as an ASCSU representative.
- Collaborate with and supervise the ASCSU Deputy Chief of Staff in fulfilling their job duties.
- Build and maintain relationships internal and external to the organization.
- Ensure Executive Staff have a clear path of personal/professional/social development.

**General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat on August 10th, 11th, and 12th as well as the mandatory ASCSU Spring Retreat (date TBD). Attend mandatory ASCSU Executive Cabinet Leadership Retreat on May 14th. Attend SLiCE P-Card training May 15th.
- Attend other mandatory trainings as directed
- Perform other tasks as assigned
- Attend regular meetings with the other members of the Office of the President.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00 pm.
- Work to promote the mission of ASCSU being a Steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

**Basic Qualifications:**

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

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