ASCSU Job Description
Associated Students of Colorado State University

Deputy Chief of Staff

Shall receive compensation of $7600 for fall/spring semesters and $2000 for Summer Semester.

General Eligibility:
All applicants for the Deputy 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 Deputy Chief of Staff is responsible for assisting the Chief of Staff in a managerial capacity and ensuring the well-functioning of the office. The Deputy Chief of Staff will also be the Press Secretary for ASCSU. The Deputy Chief of Staff must be familiar with Rocky Mountain Student Media Corporation (RMSMC) and interpersonal and human resource/managerial skills.

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

Summer - Job Specific Tasks and Responsibilities:
- Contribute 10 hours a week during the summer period
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office as well as training in other financial areas.
- Assist the Chief of Staff with delegated task-work.
- Build and maintain relations with Rocky Mountain Student Media and other local media outlets.
- Establish a healthy and productive work environment for staff in collaboration with the Chief of Staff.
- Seek Human Resource and Conflict Resolution Professional Development opportunities.
- Tracking CSU and ASCSU press/media coverage on a daily basis and alerting the President and Vice President of media developments related to the organization.

Fall/Spring - Job Specific Tasks and Responsibilities:
- Contribute a minimum of 20 hours throughout the workweek, 15 hours of which are required inside the ASCSU Office. Work as many extra hours needed to fulfill job duties.
- Establish transparency and relationships by maintaining and promoting regular contact with RMSMC and local media.
- Tracking CSU and ASCSU media coverage on a daily basis and alerting the President
and Vice President of media developments related to the organization.

- Coordinate with Chief of Staff to develop a professional/personal/social development program for staff.
- Assist the Chief of Staff with supervising the Executive Cabinet as directed.
- Ensure Directors are fulfilling their job descriptions while acting as a resource for ASCSU members to ensure programs and projects are carried out in an effective and efficient manner.
- Electronically submit a weekly ASCSU Staff Report including general report items, important dates, and other project information every Friday, and help to ensure conciseness and clarity in other Weekly ASCSU Staff Reports.
- Assist the Chief of Staff in delegated tasks.
- Be familiar with AP style and PR best practices

**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 other members of the Office of the President
- Attend Cabinet meetings Wednesdays during the school year from 5-6 p.m.
- Work to promote the mission of ASCSU being a Steward of the ASCSU student fee.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU both internally and externally.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and **Executive** Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

**Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of managerial skills.
- Supervision Experience.
- Conduct oneself in a professional manner on and off-campus.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills and possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Press or journalism related work experience (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.