ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Governmental Affairs
Shall receive compensation of $3700 for the fall/spring semesters

General Eligibility:
All applicants for the Deputy Director of Governmental Affairs 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 Director of Governmental Affairs is responsible for developing and tracking legislative/regulatory priorities on a state and federal level that impact the students of Colorado State University. The Deputy Director of Governmental Affairs will also respond in a timely manner to actions within the Colorado General Assembly and the federal government that affect the students of CSU in a manner that promotes civic engagement. It is important that the Deputy Director of Governmental Affairs is familiar with the legislative process and departments within the state and federal executive scope pertaining to higher education.

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

Fall/Spring - Job Specific Tasks and Responsibilities:
• Contribute a minimum of 10 hours throughout the workweek. 5 hours of which are required inside the ASCSU Office. Work as many extra hours needed to fulfill job duties.
• Attend Cabinet meetings during the school year on Wednesdays from 5:00-6:00 pm
• Attend weekly Department of University Affairs meetings (time TBD).
• Collaborate with Colorado State University-Pueblo and the CSU-Global Campus to coordinate lobbying efforts at the Colorado State Capitol.
• Travel throughout the state as needed for business related to state policy or student governmental policy.
• Track relevant Colorado General Assembly and Federal Bills on a daily basis and present this to LSAB.
• Organize and recruit responsible and professional students from the student body at large to assist in lobbying efforts at the Capitol if necessary.
• Develop an understanding of Colorado State University’s legislative effort in order to educate the students on their occurrences.
• Develop a working relationship with the ASCSU lobbyist, CSU lobbyist, State Legislators and the Colorado Congressional delegation to represent the interests of students.
• Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
• Assist the Director of Community Affairs to promote representation at the local level of politics.
• Plan at least one “Day at the Capitol” event for students to travel to the Colorado State Capitol to meet legislators, and participate in the legislative process.
• Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
• Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.
• Serve as a co-chair of the Legislative Strategy Advisory Board (LSAB).
• Develop relations with other student governments to combine lobbying efforts in state government

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 a member of the Office of the President.
• Coordinate a weekly meeting with the members of the Department of Community Affairs (time TBD).
• 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 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 the ASCSU structure and the structures/purpose of state and federal government.
• Conduct oneself in a professional manner.
• 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, make independent decisions, and show initiative.
• Willingness to develop supervisory 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. Job descriptions subject to change.