ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Graduate Affairs

Shall receive compensation of $3700 over the Fall/Spring semesters and $400 for the summer semester.

General Eligibility:
All applicants for the Deputy Director of Graduate 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 2.5 preferred.

General Responsibilities:
The ASCSU Deputy Director of Graduate Affairs is responsible for providing graduate student representation across all areas of campus. The Deputy Director of Graduate Affairs will also report to the President current situations involving events which affect graduate students. Per the mission statement listed on the graduate student website, the mission of the Deputy Director of Graduate Affairs shall be to drive academic excellence and promote a quality graduate education for all students. It is important that the Deputy Director of Graduate Affairs is familiar with various methods of gathering public opinion.

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

Summer - Job Specific Tasks and Responsibilities:
- Contribute 5 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Develop a cohesive plan to ensure ASCSU governing documents are more accessible to graduate student involvement
- Develop a cohesive plan to integrate undergraduate with graduate programs

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 need to fulfill job duties. Attend the Graduate Student Council monthly and arrange a monthly meeting with the officers of the Graduate Student Council.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00 pm.
- Attend weekly Department of University Affairs meetings (time TBD).
- Give a report of all GSC meetings to the Office of the President
- Collaborate with the Graduate Student Council in crafting of and advocacy for Senate legislation.
• Collaborate with the Director of Campus Engagement and the Senate Recruitment & Retention Officer to ensure continued graduate student engagement and participation in ASCSU.
• Collaborate with the Director of Diversity & Inclusion and the Director of Campus Engagement to encourage graduate student attendance at ASCSU, community, and service events.
• Collaborate with the Vice President to ensure responsible stewardship of Graduate student fee dollars.
• Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
• Collaborate with the President directly about assessing needs of graduate students
• Develop a comprehensive plan to financially assist graduate students in research and travel

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.
• 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 ASCSU and university issues.
• 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, and make independent decisions.
• 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 Description subject to change.