ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of International Affairs
Shall be paid $3700 for Fall and Spring semesters combined

General Eligibility:
All applicants for the Deputy Director 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 cumulative preferred.

General Responsibilities:
The Deputy Director is responsible for accomplishing all tasks delegated to them by their supervisors.

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

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 weekly Cabinet meetings on Wednesdays from 5:00-6:00 PM
• Organize an International Day to bring together International Students
• Work with International groups to enhance international student engagement at events
• Develop a plan to help ease international students into CSU customs and traditions
• Collaborate with the Director of University Affairs to help international students find clubs and organizations welcoming to international students
• Understand the specific wants and problems of international students to help ASCSU identify potential fixes.
• Assist their Department Director in accomplishing department goals and tasks.
• Attend their weekly Department meeting (time TBA).

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.
• Work to promote the mission of ASCSU.
• 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.
- 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 Descriptions are subject to change.