ASCSU Job Description
Associated Students of Colorado State University

Deputy Director of Traditions and Programs
Shall receive compensation of $3700 over the Fall and Spring semesters combined.

General Eligibility:
All applicants for the Deputy Director of Traditions and Programs 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 ASCSU Deputy Director of Traditions and Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Deputy Director of Traditions and Programs will also sit on Game Day Experience Committee as well as assist the Director of Traditions and Programs and the Senate with all initiatives. It is important that the Deputy Director of Traditions and Programs is familiar with internal and external resources, program budgets, and importance of CSU traditions.

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

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.
- Assist the Director of Traditions and Programming in accomplishing department goals and tasks.
- Attend weekly Department of Traditions and Programs meetings (time TBD).
- Assist the Director of Traditions and Programs during event planning to recruit additional members to assist through volunteer or committee work.
- Collaborate with the Senate to assist with the planning and implementation of programming in the Legislative branch.

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 programming resources at Colorado State University and the Fort Collins community.
• 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 subject to change.