ASCSU Job Description
Associated Students of Colorado State University

**Director of Academics**
Shall receive compensation of $7200 for the fall/spring semesters

**General Eligibility:**
All applicants for the Deputy Director of Academics 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 Director of Academics is responsible for involving the student voice in academic affairs and initiatives across campus. The Director of Academics will also collaborate with faculty members, academic advisors, and college councils to further student interests. It is important that the Director of Academics is familiar with higher education policy, general population engagement, and shared governance on CSU. The Director of Academics shall also serve as the Chair of the Board of College Council Presidents.

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

**Fall/Spring - Job Specific Tasks and Responsibilities:**
- Contribute a minimum of 20 hours throughout the workweek, **10 hours of which are required inside the ASCSU Office**. Work as many extra hours need to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-6:00 pm.
- Attend weekly Department of University Affairs meetings (time TBD).
- Collaborate with the Director of Campus Engagement through communicating feedback from college council presidents and assisting in the recruitment of members for fee advisory boards.
- Collaborate with the Director of University Issues to increase use of Canvas and lecture capture in classes.
- Act as student representative to the CSU Faculty Council, attending their meetings and professionally voicing student issues.
- Develop a working relationship with the Chair of Faculty Council, the CSU Provost and Executive Vice President, Dean of Students, and the Vice-Provosts to collaborate on academic and curricular issues.
- Work to ensure the success of Academic Integrity Week
- Inform ASCSU branch leadership about proposals at Faculty Council that could impact
students.
• Execute and work with applications and allocations for PaceSetters.
• Convey student academic concerns to faculty and administration
• Collaborate with the Director of Diversity and Inclusion to review and ensure fair and equal teaching for all cultures
• Collaborate with Director of Health to make recommendations to Faculty to better assist Students with disabilities
• Collaborate with Director of Diversity to address bias in course Evaluations
• Collaborate with Director of University affairs to make course evaluations available online on Ramweb during registration.

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 directed.
• Attend regular meetings with a member of the Office of the President.
• Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
• 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 advocate for the 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 description subject to change.