ASCSU Job Description
Associated Students of Colorado State University

Director of Campus Engagement
Shall receive compensation of $7400 for fall/spring semesters and $800 for summer semester

General Eligibility:
All applicants for the Director of Campus Engagement 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 Campus Engagement is responsible for connecting student organizations and the general student population to ASCSU, either to become involved or have their voice heard. The Director of Campus Engagement will also organize intentional and effective ASCSU retreats in the Fall and Spring as well as assist with the structure of Ram Leadership Team. It is important that the Director of Campus Engagement is familiar with student organization and general population engagement, structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University. The Director of Campus Engagement will act as a Volunteer Coordinator to organize ASCSU attendance at community and service events.

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

Summer - Job Specific Tasks and Responsibilities:
- Is expected to work 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office.
- Collaborate with the Office of the President to plan and coordinate ASCSU Fall Retreat for August 11th, 12th, and 13th.
- Coordinate ASCSU marketing strategy with the Department of Marketing.
- Coordinate with Orientation and Transition Programs/Admissions to provide involvement opportunities to incoming students.
- Provide ASCSU presence at CSU Involvement Fairs through attendance and oversight.
- Familiarize themselves with campus partners for outreach and engagement.
- Review the comprehensive list of RSO’s for the purpose of meaningful collaboration during the school year.
- Collaborate with the Vice President to recruit and plan the Ambassador Program
- Hold weekly Ambassador meetings and events focusing on retention, assistance to directors and community service.

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 needed to fulfill job duties.
• Attend weekly Cabinet meetings on Wednesdays from 5:00-6:00 pm.
• Coordinate a weekly meeting with the members of the Department of Campus Engagement (time TBD).
• Work to promote and expand the Department of Campus Engagement throughout the year by engaging campus partners.
• Assist the Vice-President in the recruitment of members to the student fee boards.
• Coordinate and facilitate communication and events through student resources offices to ASCSU at Cabinet, Senate, and other key committees and meetings.
• **Collaborate closely with Senate Recruitment & Retention Officer and the Director of Diversity & Inclusion to ensure engagement and a cohesive recruitment strategy for ASCSU.**
• Maintain a positive relationship with all student resource offices to collaborate in promoting student involvement across all areas of campus.
• Work with various directors on student initiatives to increase reach of ASCSU efforts.
• Collaborate with the Director of Diversity & Inclusion to seek non-traditional students, international students, and diverse students and aid in their programming as well as seek their involvement in ASCSU.
• **Collaborate with the Office of the President to plan and coordinate ASCSU Spring Retreat for January 20th.**
• Help to run the ASCSU Ambassador Program.
• **Act as a Volunteer Coordinator, collaborating with SLiCE’s coordinator to reach out in a voluntary capacity and organizing ASCSU attendance at community and service events.**
• **Collaborate and Run the Ambassador Program with the Vice President**

**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.
• 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.
• Represent the President and Vice President on as many faculty councils as necessary.
• 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 subject to change.