ASCSU Job Description
Associated Students of Colorado State University

Director of Community Affairs

Shall receive compensation of $7400 for the fall/spring semesters and $800 for summer semester.

General Eligibility:
All applicants for the Director of Community 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 2.75 cumulative preferred.

General Responsibilities:
The ASCSU Director of Community Affairs is responsible for creating and maintaining positive relationships with City stakeholders. The Director of Community Affairs will also develop and track legislative and regulatory priorities of the city while collaborating on initiatives that affect the students of Colorado State University. It is important that the Director of Community Affairs is familiar with how the City of Fort Collins government functions, particularly the City Council and City Manager’s Office.

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

Summer - Job Specific Tasks and Responsibilities:
- Is expected to work 10 hours a week during the summer period.
- Develop positive relationships with key City of Fort Collins staff and officials (E.g. Council, City Manager’s Office)
- Develop a cohesive plan about Fort Collins laws and policies at the direction of the President.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Do research around U+2 and come up with proposal for changing zoning rules.
- Work with city government to make U+s waiver streamlined and available online
- Do research and develop a presentation to change discriminatory laws against student to present to City Council

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 Cabinet meetings during the school year on Wednesdays from 5:00-6:00 pm.
- Act as the student representative to the Fort Collins City Council, attending their weekly
meetings.
• Meet with every City Council member, Mayor, and the City Manager to build positive
relations between the Colorado State University students and the Fort Collins community.
• Lobby on behalf of students to change, amend, eliminate, or support city ordinances that
impact students.
• Collaborate with the Director of Campus Engagement to ensure a positive ASCSU
presence at community and city events.
• Coordinate with the Director of Off-Campus Life to support the Neighborhood Welcome
Walk with emphasis on increasing ASCSU member participation.
• Assist the Officer of Governmental Affairs with the planning of any student civic
engagement events as necessary.
• Meet with various committees, boards, and commissions informing them of current local
issues and updates to keep students informed of any changes that directly affect them.
• Serve as a co-chair of Legislative Strategy Advisory Board (LSAB).
• Serve or select representatives for committee service as requested by the City of Fort
Collins Council and Staff.
• Work with Office of The President to execute summer presentations.

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.
• 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 the ASCSU structure and the structures/purpose of local
government.
• 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, make independent decisions, and show
initiative.
- 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.