ASCSU Job Description
Associated Students of Colorado State University

**Director of Diversity & Inclusion**
Shall receive compensation of $7400 for the fall/spring semesters and $800 for the summer semester

**General Eligibility:**
All applicants for the Director of Diversity & Inclusion 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 Diversity & Inclusion is responsible for promoting an inclusive environment within ASCSU and the CSU campus by facilitating organizational and campus collaborations to enhance social justice, diversity, and inclusion education and engagement. The Director of Diversity & Inclusion will also chair the Inclusive Excellence Council to help guide discussion, create awareness, and implement strategies for the benefit of creating a cohesive ASCSU and campus community environment. It is important that the Director of Diversity & Inclusion is familiar with facilitating deliberative discussions amongst diverse individuals.

**Supervision:**
The Director of Diversity & Inclusion 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.
- Develop a working relationship with Diversity/Cultural organizations on and off-campus.
- Become familiar and establish positive connections with the Office of the Vice President for Diversity.
- Collaborate with Department of Campus Engagement on initiatives for Diversity and Inclusion Trainings and Orientations on Campus.
- Conduct an American With Disabilities audit of campus
- Collaborate with the President and Facilities to make presentation to UFFAB to start to fix ADA audit

**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 Wednesdays from 5:00-6:00 pm.
• Coordinate a weekly meeting with the Department of Diversity & Inclusion (time TBD).
• Implement initiatives with Diversity/Cultural organizations and campus departments on and off-campus
• Collaborate with the Office of the Vice President for Diversity.
• Collaborate with the Director of Campus Engagement to promote cultural events and encourage members of Student Diversity Programs and Services (SDPS) to become members of fee boards.
• Create awareness and education of social justice throughout the year between ASCSU and Colorado State University.
• Plan Diversity Workshops for officers of ASCSU to attend.
• **Collaborate on at least one Diversity symposium per semester.**
• Works towards bringing resources to students and organizations regarding diversity and inclusion.
• Meet with officers and senators for Student Diversity Programs and Services (SDPS) and the Multi-Faith and Belief Student Council.
• Submit an electronic weekly ASCSU Staff Report including general report items, important dates, and other project information every Friday.
• Collaborate with the Inclusive Excellence Council to assist with their ideas for campus.

**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 social justice as a key concept and bridging understanding across a spectrum of diverse individuals.
• 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.