ASCSU Job Description
Associated Students of Colorado State University

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

General Eligibility:
All applicants for the Director of Environmental 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 Environmental Affairs is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in order to move towards full carbon neutrality. The Director of Environmental Affairs will also create awareness and help educate the public on environmental matters. It is important that the Director of Environmental Affairs is familiar with the STARS rating system and a general understanding of sustainable urban development and alternative transportation.

Supervision:
The Director of Environmental Affairs 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.
- Develop a working relationship with the CSU Alternative Transportation Manager and other on-campus partners.
- Coordinate with the Director of Community Affairs to meet with the Chief Sustainability Officer of Fort Collins and Coordinate City-University efforts.
- Be ASCSU Procurement Card (P-Card) trained through the SLICE Office

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 on Wednesdays from 5:00-6:00 PM.
- Coordinate a weekly meeting with the members of the Department of Environmental Affairs (time TBD).
- Work with various groups across campus and the City of Fort Collins and Campus Community to establish and promote green initiatives on campus and in the community.
- Coordinate all sustainability initiatives for ASCSU.
- Work with various sustainability committees and organizations across campus to ensure sustainable practices are being upheld to University standards and that adequate resources
can be acquired to accommodate student objectives.

- Be well versed in sustainable efforts and goals set forth by the university and aid in the completion of these goals.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and 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.
- Work to promote the mission of ASCSU.
- 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.
- Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.

**Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of urban environmental and sustainable development.
- 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.