ASCSU Job Description
Associated Students of Colorado State University

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

General Eligibility:
All applicants for the Director of Traditions and Programs 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 Traditions and Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Director of Traditions and Programs will also collaborate with the Alumni Association, CSU Events, and Donor Engagement. It is important that the Director of Traditions and Programs is familiar with internal and external resources, program budgets, and the importance of traditions at Colorado State University.

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

Summer - Job Specific Tasks and Responsibilities:
• Is expected to work 10 hours a week during the summer period.
• Be ASCSU Procurement Card (P-Card) trained through the SLiCE office.
• Develop an academic year programming and marketing calendar with the Director of Marketing Strategy.
• Begin planning large events to occur during the school year (E.g. Grill the Buffs, Homecoming).
• Collaborate with the Officer of Graduate Affairs to explore ways to better integrate graduate students in ASCSU programming.
• Collaborate with the Director of Campus Engagement to promote awareness of planned events to campus partners.
• Develop a plan to add an end of the year ASCSU event to present to the President developed in conjunction with the Director of University Affairs.
• Collaborate with Deputy Director of Governmental affairs to put on Day at The Capital

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.
- Execute Grill the Buffs, Homecoming Week, For-Ever Green T-Shirt Contest, the Inaugural Ball, and other potential ASCSU events.
- Participate as a member of the Game Day Experience Committee.
- Collaborate closely with the Director of Marketing Strategy to promote traditions and events across campus.
- Collaborate with the Director of Diversity and Inclusion and work with the Legislative Branch in order to plan the Diversity Workshops for ASCSU Officers.
- Collaborate with the Officer of Governmental Affairs to plan and execute the Day at the Capital event.

**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.
- Coordinate weekly meeting with the members of the department of Traditions and Programs (time TBD).
- Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU, both internally and externally.
- 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 programming resources at Colorado State University and the Fort Collins community.
- 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.