ASCSU Job Description
Associated Students of Colorado State University

Director of University Affairs

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

General Eligibility:
All applicants for the Director of University 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 preferred.

General Responsibilities:
The ASCSU Director of University Affairs is responsible for providing student representation across all areas of campus. The Director of University Affairs will also report to the President and Vice President of ASCSU current situations evolving on campus that currently do or may affect students. It is important that the Director of University Affairs is familiar with various methods of gaining public opinion.

Supervision:
The Director of University Affairs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of 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.
- Study parking on campus to develop a plan to increase accessible parking for students.
- Collaborate with the Director of Academics to increase use of Canvas and lecture capture in classes.

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 need to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-6:00 pm.
- Attend weekly Department of University Affairs meetings (time TBD).
- Collaborate with the Judicial Branch where appropriate to promote responsible student conduct and advocate for student conduct issues related to Off-Campus Life and the Student Resolution Center.
- Collaborate with the Legislative Branch to address student concerns and University issues through ASCSU legislation regarding student issues and facilitate bringing these concerns to faculty.
- Collaborate with the President on the selection and placement of representatives to sit on
various committees across the University that require student representation, both from ASCSU as well as at-large.

- Act as the chief representative of students to the University by serving on committees (such as the Game Day Experience Committee), task forces, boards, search committees, and other organized input processes as necessary.
- Attend the Resident Hall Association once per month to collect feedback to report to the Cabinet from Residents about first-year student issues and concerns.

**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 the Office of the President.
- Collaborate with the ASCSU President in all multi-use stadium based issues and discussions.
- Collaborate with the Director of Campus Engagement in receiving feedback from students on issues of concern to them.
- 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 ASCSU and University issues.
- 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.