Table of Contents

*Due to the Delay in Elections, Full Compensation will not be received.

President ................................................................................................................................. 2
Vice President .......................................................................................................................... 4
Chief of Staff ............................................................................................................................ 6
Deputy Chief of Staff ............................................................................................................... 8
Director of University Affairs ............................................................................................... 10
Director of Academics ........................................................................................................... 12
Deputy Director of Academics ............................................................................................... 14
Director of Campus Engagement ........................................................................................... 16
Director of Traditions & Programs ....................................................................................... 18
Deputy Director of Traditions & Programs .......................................................................... 20
Director of Diversity & Inclusion .......................................................................................... 22
Deputy Director of International Affairs .............................................................................. 24
Director of Environmental Affairs ....................................................................................... 26
Deputy Director of Environmental Affairs .......................................................................... 28
Director of Finance ............................................................................................................... 30
Deputy Director of Graduate Affairs .................................................................................... 32
Director of Health ................................................................................................................ 34
Deputy Director of Health ..................................................................................................... 36
Food Insecurity Specialist ..................................................................................................... 38
Director of Marketing ........................................................................................................... 40
Director of Graphic Design and Multimedia ......................................................................... 42
Deputy Director of Marketing ............................................................................................... 44
Director of Community Affairs ............................................................................................. 46
Deputy Director of Governmental Affairs ............................................................................ 48
Podcast

ASCSU Job Description
Associated Students of Colorado State University

President

Shall receive compensation of $10,000 for Fall/Spring semesters and $2,600 for the Summer

*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All candidates for the position of President shall be students enrolled in at least twelve (12) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU President is responsible for leading the Colorado State University Student Government and representing the students of CSU to all relevant parties. They must maintain the order of the ASCSU Executive office with the assistance of the Office of the President. It is important that the President is familiar with managerial skills and work on ensuring positive and professional office culture.

Supervision:
The ASCSU President is directly accountable to the Students of Colorado State University via the General Election and the oversight of the rest of ASCSU.

Fall/Spring – Job Specific Tasks and Responsibilities:
- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Delegate tasks as needed to other members of the Executive Branch.
- Act as the personnel authority and supervisor of all Executive Branch Members.
- Make final decisions regarding hiring and firing of Executive branch members.
- Meet as needed with other members of ASCSU.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Approve and aid in compiling weekly ASCSU staff reports.
- Assign a member of the Office of the President to inform the Senate of executive actions during the previous week.
- Build and maintain relationships internal and external to the organization.
- Continue the meeting of the President’s LEAD Council and ensure cabinet members attend as needed.

General Tasks and Responsibilities:
ASCSU and Colorado State University are equal opportunity employers. Positions only offered upon the candidate winning the ASCSU General Election and the results of a background check. Job description subject to change and pending Senate approval.
Vice President

*Shall receive compensation of $9,000 for Fall/Spring semesters and $2,600 for the Summer.*
*Due to the Delay in Elections, Full Compensation will not be received.*

**General Eligibility:**
All candidates for the position of Vice President shall be students enrolled in at least twelve (12) on-campus credits 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. Candidates must have a GPA of 2.25.

**General Responsibilities:**
The ASCSU Vice President is responsible for leading the CSU Student Fee Review Board (SFRB) and representing the students of CSU to all relevant parties. They must maintain the order of the ASCSU Executive office with the assistance of the Office of the President and shall act as the Office Manager, in charge of the arrangement and maintenance of the ASCSU office. It is important that the Vice President is familiar with student fee policy as well as managerial skills in a professional office culture.

**Supervision:**
The ASCSU Vice President is directly accountable to the Students of Colorado State University via the oversight of the ASCSU President.

**Fall/Spring – Job Specific Tasks and Responsibilities:**
- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Find members for SFRB and train them on student fee policies.
- Chair meetings of SFRB.
- Act as an account signer for financial document approvals.
- Delegate tasks as needed to other members of the Executive Branch.
- Meet as needed with other members of ASCSU.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Aid in compiling weekly ASCSU staff reports.
- Build and maintain relationships internal and external to the organization.
- Serve as the official Legislative Correspondent to the ASCSU Senate.

**General Tasks and Responsibilities:**
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as needed.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM.
ASCSU Job Description  
Associated Students of Colorado State University

- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.
- Aid the Deputy Chief of Staff in planning all ASCSU retreats.

**Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions only offered upon the candidate winning the ASCSU General Election and the results of a background check. Job description subject to change and pending Senate approval.
Chief of Staff

_Shall receive compensation of $8,000 for Fall/Spring semesters and $2,500 for the Summer._

*Due to the Delay in Elections, Full Compensation will not be received.*

**General Eligibility:**

All applicants for the position of Chief of Staff shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

**General Responsibilities:**

The ASCSU Chief of Staff is responsible for maintaining the order of the ASCSU Executive office at the discretion of the ASCSU President. The Chief of Staff will also act as a representative of the President and Vice President of ASCSU when asked. It is important that the Chief of Staff is familiar with both personnel and organizational managerial skills and work on ensuring positive and professional office culture.

**Supervision:**

The Chief of Staff is directly accountable to the Students of Colorado State University via the President of ASCSU.

**Fall/Spring – Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly meetings with the Office of the President.
- Act as an account signer for financial document approvals.
- Plan and Chair the weekly cabinet meetings with the Deputy Chief of Staff.
- Ensure regular meetings between Cabinet members and a member of the Office of the President.
- Ensure Cabinet Directors are fulfilling their job descriptions and delegated tasks. Act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Develop and facilitate performance evaluations of Cabinet Members once per semester.
- Compile weekly ASCSU reports and submit them to relevant parties after approval from the President.
- Manage conflict resolution through administrative standard disciplinary systems.
- Attend meetings for the ASCSU President and ASCSU Vice President as an ASCSU representative if asked.
- Collaborate with and supervise the ASCSU Deputy Chief of Staff in fulfilling their job duties.
- Build and maintain relationships internal and external to the organization.
- Ensure Executive staff have a clear path of personal and professional development.
- Serve as a Legislative Correspondent to the ASCSU Senate.

**General Tasks and Responsibilities:**
ASCSU Job Description
Associated Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as needed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee 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 and Executive Bylaws.

Basic Qualifications:
- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Deputy Chief of Staff

Shall receive compensation of $7,600 for Fall/Spring semesters and $2,000 for the Summer.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the position of Deputy Chief of Staff shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Chief of Staff is responsible for assisting the Chief of Staff in a managerial capacity and ensuring the well-functioning of the office. The Deputy Chief of Staff will also act as the Press Secretary for the Executive branch. The Deputy Chief of Staff must be familiar with human resource/managerial skills.

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

Fall/Spring – Job Specific Tasks and Responsibilities:
- Contribute a minimum of 20 hours throughout the work week. Work as many extra hours needed to fulfill job duties.
- Plan the Fall and Spring Semester Retreat.
- Maintain press relations with all relevant parties.
- Monitor ASCSU press coverage and advise the President on press developments.
- Work with the Chief of Staff to chair and prepare weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Assist the ASCSU President in their Board of Governors Report and other formal communications.
- Attend weekly meetings with the Office of the President as assigned.
- Ensure Cabinet Directors are fulfilling their job descriptions and delegated tasks. Act as a resource for members within ASCSU to ensure programs and projects are carried out in an effective and efficient manner.
- Aid the Chief of Staff in developing performance evaluations of Cabinet Members once per semester. Aid the Chief of Staff in weekly reports.
- Manage all contacts needed for the success of the Executive branch.
- Conduct managerial tasks as assigned by the Chief of Staff.

General Tasks and Responsibilities:
ASCSU Job Description
Associated Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as needed.
- Serve as a student representative on the Rocky Mountain Student Media Board and ensure attendance at all meetings.
- Perform other tasks as assigned.
- Assist in hiring executive members.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee 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 and Executive Bylaws.

Basic Qualifications:
- Ability and interest to represent students of Colorado State University.
- Supervision experience.
- General knowledge of managerial skills.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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Director of University Affairs

Shall receive compensation of $7,400 for Fall/Spring semesters.

*Due to the Delay in Elections, Full Compensation will not be received

General Eligibility:
All applicants for the position of Director of University Affairs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

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 report to the President and Vice President of ASCSU on evolving situations on campus that 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, Chief of Staff, and Deputy Chief of Staff.

Fall/Spring – Job Specific Tasks and Responsibilities:
- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Attend and provide input at committee meetings held by Parking and Transportation Services.
- Work with Parking and Transportation Services to discuss changes in parking pricing for this year.
- Collaborate with the Legislative Branch to address student concerns.
- Work with the Office of the President and other Departments to create a review system on the ASCSU website for off-campus apartment complexes.
- Collaborate with other Departments and the Office of the President to find ways to improve university experience for CSU students this year.
- Collaborate with the President on the selection and placement of representatives to sit on various committees across the university that require student representation.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
ASCSU Job Description
Associated Students of Colorado State University

- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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**Director of Academics**

*Shall receive compensation of $7,400 for Fall/Spring semesters.*

*Due to the Delay in Elections, Full Compensation will not be received.*

**General Eligibility:**

All applicants for the position of Director of Academics shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

**General Responsibilities:**

The ASCSU Director of Academics is responsible for providing student voice in academic affairs and initiatives across campus. The Director of Academics will also collaborate with faculty members, academic advisors, and college councils to further student interests. It is important that the Director of Academics is familiar with higher education policy, general population engagement, and shared governance on CSU.

**Supervision:**

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

**Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Communicate with college council presidents to gather student input on problems. Assist in appointing students from various colleges to advisory boards.
- Collaborate with the Director of University Affairs to increase use of Canvas and Lecture Capture in classes.
- Be in regular contact with academic departments.
- Work on a Survey to send out to students on how their education could be improved this year.
- Work with the Office of the President to plan ways to improve students' educational experience online.
- Advocate for the transition away from iClickers to mobile phone applications in the classroom.
- Develop a working relationship with the Chair of Faculty Council, the CSU Provost and Executive Vice President, Dean of Students, and the Vice-Provosts to collaborate on academic and curricular issues.
- Inform ASCSU about proposals at Faculty Council that could impact students.
- Collaborate with the Director of Diversity and Inclusion to better assist students with disabilities.
- Report to the Senate early in each semester to discuss academic plans for campus.
**General Tasks and Responsibilities:**

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

**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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Deputy Director of Academics

Shall receive compensation of $3,700 for Fall/Spring semesters
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Deputy Director of Academics shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of Academics is responsible for assisting the Director of Academics with involving the student voice in academic affairs and initiatives across campus. It is important that the Deputy Director of Academics is familiar with higher education policy, general population engagement, and shared governance of CSU.

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

Job Specific Tasks and Responsibilities:
- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Academics to complete weekly reports.
- Convey student academic concerns to faculty and administration.
- Assist the Director of Academics as needed.
- Work with the Director of Academics and the Office of the President to plan ways to improve students' educational experience online.
- Assist the Director of Academics in improving Canvas and Lecture Capture availability to students.
- Work on initiatives to reduce costs to CSU students—aid programs to help with open source textbook availability.
- Develop a forum for College Councils to meet and give input on academics.
- Work with the Committee on Teaching and Learning (COTL) to give student input on decision making. Gather student data to present to COTL.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
ASCSU Job Description
Associated Students of Colorado State University

- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Director of Campus Engagement

Shall receive compensation of $7,400 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the position of Director of Campus Engagement shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Director of Campus Engagement is responsible for connecting student organizations and the general student population to ASCSU, either to become involved or have their voice heard. The Director of Campus Engagement will also organize intentional and effective ASCSU retreats in the Fall and Spring as well as assist with the structure of Ram Leadership Team. It is important that the Director of Campus Engagement is familiar with student organization and general population engagement, the structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University. The Director of Campus Engagement will act as a Volunteer Coordinator to organize ASCSU attendance at community and service events.

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

Job Specific Tasks and Responsibilities:
● Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
● Attend Cabinet meetings Wednesdays from 5:00-5:30PM.
● Attend regular meetings with members from the Office of the President.
● Complete weekly reports.
● Work to promote and expand the Department of Campus Engagement through the year by engaging campus partners.
● Reach out to Housing & Dining to form a partnership to inform first-year students about ASCSU.
● Speak to student organizations regularly about ways to get involved and provide updates on what ASCSU is working on.
● Table on the plaza for ASCSU when needed.
● Assist the Vice-President in the recruitment of members to the student fee boards.
● Coordinate outreach of events and initiatives planned by other campus directors.
● Run the Internship Program to engage first- and second-year students. Partner with other departments as needed to work on this Program.
● Act as a volunteer coordinator for various campus initiatives.
General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Director of Traditions & Programs

Shall receive compensation of $7,400 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Director of Traditions & Programs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Director of Traditions & Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Director of Traditions & Programs will also collaborate with the Alumni Association, CSU Events, Athletics, 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 & Programs is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff.

Fall/Spring – Job Specific Tasks and Responsibilities:
- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Coordinate meetings with other departments to ensure the Executive branch properly reaches the campus community.
- Work with the Director of Campus Engagement for the Internship Program.
- Work with the Office of the President to make an ASCSU canvas page.
- Work with the Office of the President to expand transportation options for students.
- Find innovative ways to celebrate CSU traditions virtually and through in-person opportunities.
- Assist the Deputy Director of Traditions and Programs with planning volunteer opportunities.
- Be the contact for ASCSU Alumni.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
ASCSU Job Description
Associated Students of Colorado State University

● Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
● Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
● Maintain a work area that is professional and conductive 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 and Executive Bylaws.

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 communication skills.
● Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Deputy Director of Traditions & Programs

Shall receive compensation of $3,700 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Deputy Director of Traditions & Programs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of Traditions & Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the student experience. The Deputy Director of Traditions & Programs is also responsible for planning community service opportunities for ASCSU members. The Deputy Director of Traditions & Programs will also work with the Director of Traditions & Programs and the Senate for all programming events. It is important that the Deputy Director of Traditions & Programs is familiar with internal and external resources, program budgets, and the importance of traditions at Colorado State University.

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

Job Specific Tasks and Responsibilities:
- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Traditions and Programs to complete weekly report.
- Plan at least 2 each semester volunteer and service opportunities for ASCSU members to take part in.
- Assist the Director of Traditions & Programs in accomplishing department goals and tasks.
- Assist the Director of Traditions & Programs during event planning to recruit additional members to assist through volunteer or committee work.
- Develop ideas for new traditions and events at CSU. Propose these ideas to the Director of Traditions & Programs.
- Collaborate with the Senate to assist with the planning and implementation of programming in the Legislative branch.
General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Director of Diversity & Inclusion

Shall receive compensation of $7,400 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Director of Diversity & Inclusion shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

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 diversity and inclusion education and engagement. The Director of Diversity & Inclusion will also chair the President’s Leadership, Excellence, Accountability, and Diversity (LEAD) Council. It is important that the Director of Diversity & Inclusion is familiar with facilitating deliberative discussions amongst diverse individuals.

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

Job Specific Tasks and Responsibilities:
- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties. Five hours per week during the summer period.
- Attend the weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Coordinate a weekly meeting with Diversity/Cultural organizations.
- Chair the President’s LEAD Council.
- Collaborate with the Office of the Vice President for Diversity.
- Support and encourage members of Student Diversity Programs and Services (SDPS) to become members of ASCSU and create relationships with each office.
- Plan Diversity Workshops for officers of ASCSU to attend once a semester.
- Collaborate on at least one Diversity symposium per semester. Bring numerous campus partners on board.
- Work with the Office of International Programs to address campus concerns of international students.
- Works toward bringing resources to students and organizations regarding diversity and inclusion.

General Tasks and Responsibilities:
ASCSU Job Description
Associated Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.
- Conduct a university-wide audit designed to find campus improvements needed for students with disabilities.

**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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Deputy Director of International Affairs

Shall receive compensation of $3,700 for Fall/Spring semesters
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Deputy Director of International Affairs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of International Affairs is responsible for working under the Director of Diversity & Inclusion to help provide resources for international and diverse students.

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

Job Specific Tasks and Responsibilities:
- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with Director of Diversity and Inclusion to complete weekly reports.
- Organize an International Day to bring together both domestic and international students.
- Work with international groups to enhance international student engagement at events.
- Develop a plan to help ease international students into CSU customs and traditions.
- Engage with the international community to understand specific problems international students face and how the students have been impacted by COVID-19.
- Assist the Director of Diversity & Inclusion in accomplishing department goals and tasks. Meet with the Department Director upon request.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
ASCSU Job Description
Associated Students of Colorado State University

- Work to promote the mission of ASCSU being a steward of the ASCSU student fee 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 and Executive Bylaws.

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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.


**Director of Environmental Affairs**

*Shall receive compensation of $7,400 for Fall/Spring semesters.*  
*Due to the Delay in Elections, Full Compensation will not be received.*

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**General Eligibility:**

All applicants for the Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

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**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 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 has a general understanding of sustainability practices and alternative transportation.

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**Supervision:**

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

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**Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Coordinate a weekly meeting with members of the Department of Environmental Affairs.
- Work with various groups across campus and the City of Fort Collins to establish and promote green initiatives on campus and in the community.
- Plan acceptable events under COVID-19 Social Distancing Regulations to promote environmentally friendly methods of transportation, like Bike to School/Work day.
- Work with Bike rentals in Fort Collins to negotiate discounts for students.
- Coordinate all sustainability initiatives for ASCSU. Namely composting initiatives, alternative transportation, LED lighting fixtures, and natural lighting initiatives. Conduct other initiatives with the support of the ASCSU President.
- Manage and plan the Zero Waste Symposium in collaboration with the Zero Waste Team. Use with the aid of the Department of Environmental Affairs.

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**General Tasks and Responsibilities:**
ASCSU Job Description
Associated Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

**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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCU 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 and pending Senate approval.
Deputy Director of Environmental Affairs

Shall receive compensation of $3,700 for Fall/Spring semesters
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:

All applicants for the Deputy Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Deputy Director of Environmental Affairs is responsible for facilitating discussions and actions focused on sustainability throughout Colorado State University in order to help mitigate the campus’ negative impact on the environment. The Deputy Director of Environmental Affairs will also create awareness and help education the public on environmental matters. It is important that the Deputy Director of Environmental Affairs is familiar with the STARS rating system, alternative transportation, and general sustainable practices. They should also be aware of the three pillars of sustainability: environmental, social, and economic sustainability.

Supervision:

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

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Environmental Affairs in accomplishing department goals and tasks.
- Attend weekly Department of Environmental Affairs meetings.
- Attend weekly cabinet meetings on Wednesday’s at 5:00-5:30.
- Attend regular meetings with members from the Office of the President.
- Work with Director of Environmental Affairs to complete weekly reports.
- Attend Zero Waste Team meetings as well as actively participate in Zero Waste Team events.
- Organize and plan—in consultation with other involved parties—the Zero Waste symposium. The Zero Waste Symposium is an event focused on waste stream sustainability throughout Colorado State University.
- Maintain contact and collaboration with the Post Landfill Action Network.
- Explore opportunities to bring more accessible compost bins to various areas on campus.

General Tasks and Responsibilities:
ASCUS Job Description
Associated Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee 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 and Executive Bylaws.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- General knowledge of sustainable practices. Aware of the three pillars of sustainability.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCUS and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCUS Senate Ratification and the results of a background check. Job description subject to change and pending Senate approval.
Director of Finance

Shall receive compensation of $7,400 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Director of Finance shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Director of Finance is responsible for providing guidance on issues pertaining to the oversight and maintenance of financial matters of ASCSU. The Director of Finance will also chair the Board for Student Organization Funding (BSOF) which provides funding to student organizations on an as-needed basis. It is important that the Director of Finance is familiar with account and financial oversight, as well as general CSU financial policies.

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

Fall/Spring - Job Specific Tasks and Responsibilities:
- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Advise members of ASCSU on fiscal responsibility and expenditure efficacy.
- Serve as a resource for any departments making purchases.
- Chair the Board for Student Organization Funding.
- Submit BSOF balance reports to the ASCSU President after every BSOF meeting.
- Advise student organizations through orientations and workshops concerning the ASCSU funding process and requirements.
- Ensure that funding guidelines are followed by ASCSU funded organizations in coordination with the SLiCE office.
- Maintain an effective working relationship with SLiCE Accounts and and the BSOF advisor.
- Assist student organizations in finding co-sponsorships and alternative funding methods.
- Ensure that appropriate funding reviews take place among ASCSU funded organizations.
- Other financial duties as assigned by the Office of the President.
- Serve as the head ASCSU accountant in collaboration with the SLiCE office.
Coordinate with the Deputy Director of Finance to ensure proper executive representation at Senate and the Budgetary Affairs Committee.

**General Tasks and Responsibilities:**
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- 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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Deputy Director of Graduate Affairs

*Shall receive compensation of $3,700 for Fall/Spring semesters.*

*Due to the Delay in Elections, Full Compensation will not be received.*

**General Eligibility:**

All applicants for the Deputy Director of Graduate Affairs shall be the President of the Graduate School Council. The candidate will be enrolled in at least one (1) on-campus credit at Colorado State University and must be 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.

**General Responsibilities:**

The ASCSU Deputy Director of Graduate Affairs is responsible for providing graduate student representation across all areas of campus. The Deputy Director of Graduate Affairs will also report current situations involving graduate students to the President. Per the mission statement listed on the graduate student website, the mission of the Deputy Director of Graduate Affairs shall be to drive academic excellence and promote a quality graduate education for all students. It is important that the Deputy Director of Graduate Affairs is familiar with various methods of gathering public opinion.

**Supervision:**

The Deputy Director of Finance is directly accountable to the Students of Colorado State University via the ASCSU Office of the President and the Graduate Student Council.

**Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 7 hours throughout the workweek. Attend all GSC meetings and arrange a monthly meeting with the officers of GSC.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend weekly Department of University Affairs meetings.
- Complete weekly reports.
- Give a report of all GSC meetings to the Office of the President.
- Collaborate with GSC in the crafting of and advocacy for Senate legislation.
- Collaborate with the Speaker of the Senate and other executive departments to ensure continued graduate student engagement in ASCSU.
- Work with the Vice President to ensure proper use of graduate student fees.
- Develop a comprehensive plan to financial assist graduate students in research, travel, and programming.
- Work with the President to address general graduate concerns.

**General Tasks and Responsibilities:**
Assist Students of Colorado State University

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
  Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee 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 and Executive Bylaws.

Basic Qualifications:
- Must be the President of Graduate Student Council.
- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
**Director of Health**

*Shall receive compensation of $7,400 for Fall/Spring semesters.*

*Due to the Delay in Elections, Full Compensation will not be received.*

**General Eligibility:**

All applicants for the Director of Health shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

**General Responsibilities:**

The ASCSU Director of Health is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Director of Health will work to find out the struggles that CSU students are facing because of COVID-19 and introduce plans to help students during the pandemic. The Director of Health will also lead ASCSU in creating policies and programs that benefit the health and safety of students. It is important that the Director of Health is familiar with health initiatives on campus and at risk populations regarding health and safety.

**Supervision:**

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

**Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly reports.
- Serve as a Member of the Student Health Advisory Committee or another campus group engaged in student wellbeing.
- Work to create a survey for students on how they have been impacted by COVID-19.
- Work to create a personal protection equipment pantry for students to provide masks, hand sanitizer, and thermometers.
- Work to improve quarantine conditions for students in dorms.
- Work with the Food Insecurity Specialist to combat food insecurity.
- Work to enhance and promote the Positive Impact program throughout CSU.
- Assist the SLiCE office and Rams Against Hunger in maintaining the Pocket Pantry Program.
- Aid in the Swipe Out Hunger program.
- Support the SLiCE’s Mobile Food Pantry program.
- Assist in additional assigned tasks as necessary.
- Develop other programs and plans to address health concerns on campus. Explore the possibility of an ASCSU fitness event.

**General Tasks and Responsibilities:**
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- 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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCU 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 and pending Senate approval.
Deputy Director of Health

Shall receive compensation of $3,700 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Deputy Director of Health shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of Health is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Director of Health will also lead ASCSU in creating policies and programs that benefit the health and safety of students. It is important that the Director of Health is familiar with health initiatives on campus and at risk populations regarding health and safety.

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

Job Specific Tasks and Responsibilities:
- Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Health to complete weekly report.
- Work to create a survey for students on how they have been impacted by COVID-19.
- Work with the Director of Health in developing a personal protection equipment pantry.
- Assist the Director of Health in initiatives to combat food insecurity.
- Assist the Director of Health in additional assigned tasks as necessary.
- Put on Health-Related Virtual Events.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
ASCSU Job Description
Associated Students of Colorado State University

- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

Basic Qualifications:
- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- 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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
Food Insecurity Specialist

Shall receive compensation of $3,700 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:

All applicants for the Food Insecurity Specialist shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:

The ASCSU Food Insecurity Specialist is responsible for promoting the health and safety of all CSU students through education, awareness, and programming. The Director of Health will also lead ASCSU in creating policies and programs that benefit the health and safety of students. It is important that the Director of Health is familiar with health initiatives on campus and at risk populations regarding health and safety.

Supervision:

The Food Insecurity Specialist is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, Chief of Staff, and Deputy Chief of Staff, and Director of Health.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Health in accomplishing department goals and tasks.
- Attend weekly cabinet meetings on Wednesday at 5:00-5:30.
- Attend regular meetings with members from the Office of the President.
- Work with the Director of Health to complete weekly report.
- Implement and maintain Pocket Pantries across the CSU campus in Collaboration with the Director of Health
- Engage in partnerships and initiatives to address food insecurity in the CSU population.
- Attend weekly Department of Health meetings.
- Collaborate with the CSU Health Network to market health-related information and advocacy for students.
- Put on Health-Related virtual events.
General Tasks and Responsibilities:

- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- 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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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 and pending Senate approval.
ASCSU Job Description
Associated Students of Colorado State University

Director of Marketing

Shall receive compensation of $7,400 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Director of Marketing shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Director of Marketing is responsible for creating an effective ASCSU brand and media strategy that informs students about the purpose, functions, and programs of the organization. The Director of Marketing Strategy shall be the head of the Department of Marketing and will also oversee the maintenance of ASCSU’s website as well as its social media presence. It is important that the Director of Marketing is familiar with marketing/promotional concepts and practices, social media practices, and web development. The Director of Marketing is responsible for overseeing all marketing and media activities in a supervisory and strategic role.

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

Fall/Spring - Job Specific Tasks and Responsibilities:
- Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
- Attend weekly Cabinet meetings on Wednesdays from 5:00-5:30PM.
- Attend regular meetings with members from the Office of the President.
- Complete weekly report.
- Ensure the successful implementation of the ASCSU media strategy developed over the summer.
- Coordinate a weekly meeting with members of the Department of Marketing.
- Collaborate with the Directors of Graphic Design and Multimedia. Work together to create purposeful promotional materials for ASCSU.
- Ensure timely promotion of ASCSU programs and events for all ASCSU departments/branches. Develop and consistently work to improve upon the ASCSU website as well as the brand overall.
- Collaborate with the Director of Campus Engagement and the Senate Recruitment & Retention Officer to connect students with ASCSU.
- Market all open ASCSU positions through appropriate mediums.
ASCSU Job Description
Associated Students of Colorado State University

- Be knowledgeable of CSU graphic standards, CSU branding policy, CSU creative services, and COLAB.
- Other marketing duties assigned by the Office of the President.

**General Tasks and Responsibilities:**
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Maintain ASCSU’s social media presence.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.
- Perform other tasks as assigned by the Office of the President.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Understanding of finance and accounting procedures.
- 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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Knowledge of basic Adobe Creative Cloud is preferred.

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ASCNU Job Description
Associated Students of Colorado State University

Director of Graphic Design and Multimedia

Shall receive compensation of $7,400 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Deputy Director of Graphic Design shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of Graphic Design is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization through Graphic Design. It is important that the Deputy Director of Graphic Design is familiar with marketing/promotional concepts and practices along with common graphic design platforms and software.

Supervision:
The Deputy Director of Graphic Design is directly accountable to the Students of Colorado State University via the Office of the President and the Director of Marketing.

Fall/Spring - Job Specific Tasks and Responsibilities:
- Contribute a minimum of 15 hours throughout the workweek.
- Attend weekly cabinet meetings on Wednesday’s 5:00-5:30.
- Attend regular meetings with members from the Office of the President.
- Complete weekly report.
- Maintain the ASCSU website. Post ASCSU records on the site as needed. Explore the possibility of ASCSU disclosing its finances on the website.
- Aid in designing ASCSU brands, graphics, and materials as needed.
- Aid the Director of Marketing in developing a marketing strategy for the fall and spring.
- Arrange with the Director of Marketing and the Deputy Director of Marketing a time for weekly meetings.
- Collaborate with the Director of Marketing to create purposeful promotional materials for ASCSU.
- Use content software to design graphics needed by ASCSU.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat. Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
ASCU Job Description  
Associated Students of Colorado State University

- Attend other mandatory trainings as directed.
- Perform other tasks as assigned by Office of the President.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Working knowledge of Adobe Creative Cloud (including but not limited to; InDesign, Photoshop, Illustrator, Premiere)
- Brief portfolio of design examples and projects (freedom to provide visual, however works for you)
- Ability to meet short-deadlines when needed, infrequently, same-day design work may be required.
- Familiarity with basic video editing.
- Familiarity with proper print practices; CMYK color mode, die-cut file setup, other basic file setup procedures.
- Familiarity with digital design process (file size limits/compressions, proper file dimensions for various social medias, etc.)

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Deputy Director of Marketing

Shall receive compensation of $3,700 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Deputy Director of Multimedia shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of Marketing is responsible for effectively communicating the ASCSU brand and informing students about the purpose, functions, and programs of the organization. The Deputy Director of Marketing will work with the Director of Marketing and the Director of Graphic Design and Multimedia on the maintenance of ASCSU’s day-to-day online media presence (website and social media account). It is important that the Deputy Director of Marketing is familiar with marketing/promotional concepts in relation to social media and effective online advertising.

Supervision:
The Deputy Director of Marketing is directly accountable to the Students of Colorado State University via the Office of the President and the Director of Marketing.

Job Specific Tasks and Responsibilities:
● Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
● Attend weekly cabinet meetings on Wednesday’s 5:00-5:30.
● Attend regular meetings with members from the Office of the President.
● Work with Director of Marketing and Director of Graphic Design and Multimedia to complete weekly report.
● Assist the Director of Marketing in accomplishing department goals and tasks.
● Attend weekly Department of Marketing meetings.
● Collaborate with the Director of Marketing to create purposeful promotional materials for ASCSU.
● Collaborate with the Director of Graphic Design and Multimedia on updating the website.
● Maintain ASCSU Social Media.
● Work on increasing ASCSU social media presence.

General Tasks and Responsibilities:
● Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
● Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
● Attend other mandatory trainings as directed.
ASCSU Job Description
Associated Students of Colorado State University

- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.
- Work with the Director of Graphic Design and Multimedia to update the ASCSU website with Senate legislation and other relative documents.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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Director of Community Affairs

Shall receive compensation of $7,400 for Fall/Spring semesters.

*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Director of Community Affairs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

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, county, and the State of Colorado 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.

Fall/Spring – Job Specific Tasks and Responsibilities:
● Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
● Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30 pm.
● Attend regular meetings with members from the Office of the President.
● Complete weekly reports.
● Act as the student representative to the Fort Collins City Council, attending their weekly meetings.
● Meet with City Council members, Mayor, and the City Manager regularly 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.
ASCSU Job Description
Associated Students of Colorado State University

- Assist and provide direction to 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 the 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.

General Tasks and Responsibilities:
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

Basic Qualifications:
- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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Deputy Director of Governmental Affairs

Shall receive compensation of $3,700 for Fall/Spring semesters.
*Due to the Delay in Elections, Full Compensation will not be received.

General Eligibility:
All applicants for the Director of Community Affairs shall be students enrolled in at least one (1) on-campus credits 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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

General Responsibilities:
The ASCSU Deputy Director of Governmental Affairs is responsible for developing and tracking legislative/regulatory priorities on a state and federal level that impact the students of Colorado State University. The Deputy Director of Governmental Affairs will also respond in a timely manner to actions within the Colorado General Assembly and the federal government that affect the students of CSU in a manner that promotes civic engagement. It is important that the Deputy Director of Governmental Affairs is familiar with the legislative process and departments within the state and federal executive scope pertaining to higher education.

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

Fall/Spring – Job Specific Tasks and Responsibilities:
● Contribute a minimum of 7 hours throughout the workweek. Work as many extra hours needed to fulfill job duties.
● Attend cabinet meetings during the school year on Wednesdays from 5:00-5:30pm.
● Attend regular meetings with members from the Office of the President.
● Work with Director of Community Affairs to compile weekly reports.
● Attend weekly Department of University Affairs meetings (time TBD).
● Collaborate with Colorado State University-Pueblo and the CSU-Global Campus to coordinate lobbying efforts at the Colorado State Capitol.
● Travel throughout the state as needed for business related to state policy or student governmental policy.
● Track relevant Colorado General Assembly and Federal Bills daily and present this to LSAB.
● Organize and recruit responsible and professional students from the student body at large to assist in lobbying efforts at the Capitol if necessary.
● Develop an understanding of Colorado State University’s legislative effort in order to educate the students on their occurrences.
ASCSU Job Description
Associated Students of Colorado State University

- Develop a working relationship with the ASCSU lobbyist, CSU lobbyist, State Legislator, and the Colorado Congressional delegation to represent the interests of students.
- Maintain regular communication with the ASCSU lobbyist while State Legislator is in session.
- Serve on the Intercollegiate Council.
- Communicate with the President regarding information for the Intercollegiate Council.
- Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
- Assist the Director of Community Affairs to promote representation at the local level of politics.
- Plan at least one “Day At the Capitol” event for students to travel to the Colorado State Capitol to meet legislators, and participate in the legislative process. * if applicable this year.
- Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
- Other duties as assigned and/or required by the ASCSU Chief of Staff, Vice President, and President.
- Serve as a co-chair of the Legislative Strategy Advisory Board (LSAB).
- Develop relations with other student governments to combine lobbying efforts in the state government.

**General Tasks and Responsibilities:**
- Attend the mandatory ASCSU Fall Retreat as well as the mandatory ASCSU Spring Retreat.
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat. Attend SLiCE P-Card training. Dates TBD.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend Cabinet meetings during the school year on Wednesdays from 5:00-5:30PM. Use information obtained during cabinet to compile weekly reports.
- Work to promote the mission of ASCSU being a steward of the ASCSU student fees both internally and externally.
- Maintain a work area that is professional and conductive 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 and Executive Bylaws.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.
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