



## ASCSU Associate Senator Job Description

*Associated Students of Colorado State University*

### **General Eligibility:**

All applicants for Associate Senator shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

### **General Responsibilities:**

The ASCSU Associate Senator is responsible for writing relevant legislation concerning the CSU student body as well as the Senate Body itself. The Associate Senator will also represent their respective colleges in the Senate Body. This position will work very closely with the Senator(s) representing their college or office. Associate senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process. Associate Senators shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

### **Supervision:**

The Associate Senator is directly accountable to the students of Colorado State University via their respective college council, SDPS office, or student council. They should also be held accountable by the Speaker of the Senate.

### **Job Specific Tasks and Responsibilities:**

- Attend one (1) in every three (3), at minimum, weekly Senate sessions (in-person senate sessions (highly suggested/encouraged) or on Zoom via hybrid format until further notice starting in the Fall Semester).
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Vote in the absence of a Senator from their respective college or SDPS office
- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfill job duties. Graduate students shall be exempt from the three (3) hour requirement.
  - Of the three (3) total hours:
    - One (1) hour should be spent attending an ASCSU Committee meeting
    - One (1) hour should be spent in college council meetings (or SDPS meetings) - if applicable
      - If college councils are not meeting actively, or are meeting once or twice a month, Associate Senators will be expected to attend only if a meeting is scheduled for that week.
      - For SDPS Associate Senators, this hour should be spent in meetings with SDPS Directors/Associate Directors, 1-1 conversations with constituents of the SDPS office, or just time spent in the respective SDPS office.
    - The remaining hour(s) can be spent as either office hours or outreach hours
      - The following activities are considered office hours:
        - Time spent working on legislation
        - 1-1 conversations with fellow Senators/Associates



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- 1 hour of self-care for mental health and psychological wellbeing
- Attending one of the following fee-review boards:
  - Student Fee Review Board (SFRB)
  - University Facilities Fee Advisory Board (UFFAB)
  - University Technology Fee Advisory Board (UTFAB)
  - Alternative Transportation Fee Advisory Board (ATFAB)
- The following activities are considered outreach hours:
  - Attending club meetings in which YOU are not an active member
  - 1-1 conversations with prospective ASCSU members
  - 1-1 conversations with students interested in passing legislation
  - Attending cultural or educational events hosted by the SDPS offices
  - Tabling on the plaza for ASCSU
  - Visiting classes to share about the purpose and influence of ASCSU
  - Attending a university-related board (e.g. LSCGB, PMSAC, Recreation Center Advisory board, etc.)
  - Volunteering for ongoing opportunities from the ASCSU office or Slice office
- For exceptions, or to confirm whether an hour counts as an office hour or outreach hour, email the Speaker Pro Tempore ([ascsu\\_speaker\\_pro\\_tempore@mail.colostate.edu](mailto:ascsu_speaker_pro_tempore@mail.colostate.edu))
  - In the event a Senate Session lasts longer than 2 hours, the third hour will count as an office/outreach hour and any subsequent hours will be counted towards the total requirement for that week.
- Associate Senators must write at least one bill or resolution per year (mandatory)

## General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat (Mountain Campus), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions, of their choosing.
- Attend parliamentary procedure training and mandatory reporter training.
- Attend one of the mandatory diversity workshops, as required by previous legislation and the constitution.
- Promote diversity and inclusion inside and outside the senate space. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.



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- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat (Mountain Campus), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions, of their choosing.

## **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.