



ASCSU Speaker Pro Tempore Job Description

Associated Students of Colorado State University

Shall receive compensation of \$3,250 for the summer and fall/spring semesters.

General Eligibility:

All applicants for Speaker Pro Tempore 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 Speaker Pro Tempore is responsible for being a general aide to the Speaker of the Senate as well as the Senate Body itself. The Speaker Pro Tempore is the second highest ranking official of the Senate body and shall track the attendance/accountability of all current Senate members. The Speaker Pro Tempore shall present this information to the Speaker on a weekly basis. The Speaker Pro Tempore has a specific focus on networking and connecting Senate with campus resources, and getting Senators involved with community engagement. The Speaker Pro Tempore 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 Speaker Pro Tempore is held directly accountable to the students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Chair Senate sessions when the Speaker of the Senate is not present or willing, as directed by the Speaker of the Senate.
- Attend the weekly Senate Leadership Meeting.
- Track attendance for Senators and Associate Senators at weekly Senate meetings. Ensure completion of weekly office hour reports. Report concerns to the Speaker of the Senate.
- Aiding in the creation and editing of legislation and conducting frequent legislation workshops for all Senators.
- Working with the Recruitment and Retention Officer to ensure that Senators are complying with the responsibilities associated with their role and delivering this information to the Speaker of the Senate on a weekly basis.
- Meet with the Speaker of the Senate weekly to discuss work accomplished over the previous week and goals for the coming week.
- Conduct check-in's with Senators and act as a resource to deal with any difficulties.
- Assist ASCSU in networking and knowing the resources necessary for the Senate to be successful. Be a resource for Senators who wish to be connected to other resources, offices, etc., on campus.
- General administrative duties relating to maintaining Senate information.
- Assist Parliamentarian with updating governing documents as legislation is passed.



Official ASCSU Document

Active for the 50th Senate

Date Enacted: 9/30/2020

- Be aware of community service and engagement opportunities going on around campus. Promote these opportunities and facilitate the creation of new opportunities.
- Create a monthly report/calendar of community service, engagement opportunities, SDPS events, and other possibilities for outreach hours.
- Market the senate via social media and other means.
- Contribute a minimum of seven (7) hours throughout the workweek, outside of hours spent in Senate session, four (4) hours of which are inside the ASCSU Office and tracked by the Front Desk. Work as many extra hours needed to fulfill job duties.
 - The remaining three hours shall be spent in outreach related activities, as outlined in the Senator/Associate Senator job description

General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- 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 as well as encouraging senators to attend said events.
- Work to promote the mission and image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of CSU above and beyond the duties as described herein.
- 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.
- Offer time for community service/engagement opportunities; give back to the community.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- 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

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Extensive knowledge of Senate procedures and parliamentary procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills, and skills to work independently while identifying resources.
- Possess exceptional 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.