



# ASCSU Recruitment and Retention Officer Job Description

*Associated Students of Colorado State University*

Shall receive compensation of \$3,000 for the fall/spring semesters.

## **General Eligibility:**

All nominees for the Recruitment and Retention Officer 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 Senate Recruitment and Retention Officer is responsible for outreach/recruitment as well as connecting with Senators inside the Legislative Body. It is important that the Recruitment and Retention Officer is familiar with student organizations, college councils, and SDPS offices, as well as the specific members of the Senate. The Recruitment and Retention Officer should be aware of the inner workings of the ASCSU Senate Body and have strong interpersonal skills to recruit, train, and hold accountable all Senators in the Senate. This officer will be working closely with the Executive Department of Campus Engagement to attend CSU events and promote the organization of ASCSU. The Recruitment and Retention Officer 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 Recruitment and Retention Officer is directly accountable to the students of Colorado State University via the Speaker of the Senate.

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

- Contribute a minimum of eight (8) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office and are tracked by the front desk. Work as many extra hours needed to fulfill job duties.
  - The remaining four hours shall be spent in outreach related activities, highlighted below:
    - Attending (and sharing about ASCSU) at club meetings in which YOU are not an active member.
    - One-on-one conversations with prospective ASCSU members
    - Meeting with Directors or Associate Directors of SDPS offices to maintain a healthy and productive relationship between ASCSU and SDPS offices
    - Tabling on the plaza for ASCSU
    - Visiting classes to share about the purpose and influence of ASCSU
    - Volunteering for ongoing opportunities from the ASCSU office or Slice office, with the expectation that the Recruitment and Retention Officer is an ambassador of ASCSU
    - Or any of the meetings related to events/requirements listed below



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- Attend Senate Leadership weekly meetings. Come prepared with the student organizations, college councils, SDPS offices *et cetera* that the Recruitment and Retention Officer will go see this week.
- Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to Directors and Associate Directors to talk about their office and its representation in the senate space.
- Coordinate outreach with student organizations and college councils, including attending meetings for said groups on a weekly basis.
- Recruit students which represent our diverse student body.
- Maintain student organization contacts for ASCSU in coordination with the Executive Department of Outreach. Maintain contacts for Fraternity & Sorority Life and college councils; know the meeting times and locations of said groups. Keep this information in an Excel sheet.
- Attend major events for ASCSU, Colorado State University, Fraternity and Sorority Life, and other organizations to extend communications. Have a method of informing Senate of major events going on.
- Keep up to date on the ratification process knowing the number of available and held Senate seats, helping potential Senators and transferring information to the Parliamentarian and Speaker of the Senate.
- Educate Senators about ASCSU branch and SDPS Offices interconnection, legislative procedures, and Senatorial duties.
- Ensure new members sign up for committees and maintain their attendance at those committees and their college councils.
  - Gather attendance info from Committee Chairs and update the Speaker weekly
- Collect personal and contact information for Senators and Associate Senators. Maintain this contact information for the access of all Senate Leadership.
- Put together events and gatherings to build community within Senate, and work to improve the image and morale of Senate.
- Build relationships with Senators and Associate Senators. Be a resource.
- Follow up on training for new and existing Senators.
- Market the senate via social media and other means.

## General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat (virtual this year), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions (of their choosing)
- Attend and assist in planning mandatory trainings, including diversity workshops, parliamentary procedure training (in collaboration with Parliamentarian and Speaker Pro Tempore), mandatory reporter training, and any other training mandated by legislation or 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.
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- 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.



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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

## **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions.
- Friendly and social demeanor.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Ability to work independently, identify resources, and make independent decisions.
- Possess strong communication skills.

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