

## **Associated Students of Colorado State University Executive Branch Bylaws**

These bylaws shall be the official governing principles for the Executive Branch of the Associated Students of Colorado State University (ASCSU), outlining out the operating guidelines, internal functioning of the Executive Cabinet, and the responsibilities and duties within necessary for its functioning. These bylaws are to be constructed and amended by the President of ASCSU with the advisement of the members of the Office of the President.

### **PREAMBLE**

The general purpose of the ASCSU Executive Branch is to act on behalf and execute the wishes of the student voice augmented and provided through various mediums to include, but not limited to, the actions of Senate. Members and officials of the Executive will hold themselves to the highest of standards in selfless service to their constituents in order to pursue a worthwhile community at Colorado State University - Fort Collins. The cabinet will be inclusive in nature pursuing an environment that welcomes all.

### **ARTICLE I: MEMBERSHIP**

§1.1. All officers of the ASCSU Executive must be a student enrolled in at least one (1) on-campus credit at Colorado State University and be in good standing with ASCSU and CSU, defined as not being on academic or disciplinary probation. They shall maintain this standing and enrollment status throughout their term of office. A minimum cumulative GPA of 2.0 is required for all appointed officers. The President and Vice President must meet the higher GPA requirement of 2.25 as mandated by Article IX, Section 902.E of the ASCSU Constitution.

§1.2. President of the Executive shall be the Chief Executive of the Associated Students as designated by Article III, Section 303.A of the ASCSU Constitution. The President shall be elected to their position according to Article IX, Section 901.A of the ASCSU Constitution.

§1.3. The Vice President of the Executive shall be elected to their position according to Article IX, Section 901.A of the ASCSU Constitution. In the case that the Vice President wishes to no longer fulfill their position then the President will appoint an Interim Vice President to carry out the duties of the Vice President. The Interim Vice President will fulfill these duties until a new Vice President is ratified by the Senate, as required by Article III, Section 306.E of the Constitution. The President shall nominate a permanent successor, who may or may not be the Interim Vice President, for ratification by the Senate within three regular Senate sessions. The Interim Vice President will be paid the salary of a Vice President; however, no pay shall be enjoyed from more than one position of ASCSU if said Interim previously held a cabinet position before appointment.

§1.4. All other ASCSU Executive officers and assistants shall be appointed by the President through an application process and then ratified by the Senate. Senate shall also ratify Job descriptions of said application process. The best suitable candidates may be vetted through a paper interview or personal interview. A paper interview includes evaluation of a resume, application, and unofficial transcript. The President may delegate evaluation of all applications to another Executive Official. ASCSU Executive officers shall be those individuals who are in a paid executive position and assistants will receive no salary compensation.

§1.5. The order of succession of the chain of command is detailed in the ASCSU Constitution Article III, section 305.

## ARTICLE II: OFFICERS AND LEADERSHIP

§2.1. The President's staff shall consist of a Chief of Staff, a Chief of Operations, and an Administrative Coordinator.

§2.2. The Executive Branch of ASCSU shall be made up of Departments. The Chief of Staff and the Chief of Operations will oversee and manage these departments with the advice and consent of the President. The ASCSU President and Vice President preside over the executive branch. Departments will be led by Directors who perform duties and initiatives delegated by the upper management of the leadership team. All departments (Office of the President, Unified Success, Environmental Affairs, Basic Needs, Governmental Affairs, Graduate Affairs, Marketing and Communications, Finance, Traditions and Programming) constitute the Executive Cabinet.

§2.3. Each Department has a chain of command whether or not positions are open. Vacant positions shall be circumvented until filled. Duties may be delegated throughout departments. Job titles do not have to reflect the nomenclature of this structure, but will abide by it:

- Director
- Assistant Director(s) and Deputy Director(s)

§2.4. The academic year of 2025-2026 will consist of the following departments:

- Unified Success
- Environmental Affairs
- Basic Needs
- Governmental Affairs
- Graduate Affairs
- Marketing and Communications
- Finance
- Traditions and Programming

## ARTICLE III: MEETINGS

- §3.1. Cabinet will meet from 5:00 PM to 6:00 PM every Wednesday of the 2025-2026 academic year before Senate goes into session. Exception is granted for university granted recesses, holiday periods, and with permission of the President.
- §3.2. Cabinet meetings are chaired by the Chief of Staff and follow an agenda at will to the Chief of Staff. In the event that the Chief of Staff is unable to chair a meeting, the President will appoint another member of the executive cabinet to chair the meeting.
- §3.3. All paid members of the Executive cabinet are expected to attend and are allowed 3 unexcused absences per year from these cabinet meetings. Repeated absences from Cabinet that have not been excused by the Chief of Staff, President or Vice President are grounds for informal written warnings. All paid members of the Executive cabinet are expected to report on their current and future activities.
- §3.4. All Supreme Court Justices, Senators, and Associate Senators shall be granted attendance and speaking rights at Cabinet meetings, as required by the Supreme Court Bylaws. The Chief Justice, or their representative, and Senate leadership members may give announcements or updates during Department-Share outs about their respective branches.
- §3.5. Minutes shall be taken for Cabinet meetings, by the ASCSU Clerk. They will be sent to the appropriate staff to be reported out to the greater public.
- §3.6. Individual meetings may occur between the President's staff and the Directors for supervisory and guidance reasons. Department meetings may also occur.

#### ARTICLE IV: DUTIES AND RESPONSIBILITIES

- §4.1. The President's duties and responsibilities are defined in the ASCSU Constitution Article III, Section 302 and Section 303. For actions and declarations, within the authority granted by the constitution or not explicitly forbidden, the President may use a memorandum to further clarify intent. This memorandum will be known as an Executive Order.
- §4.2. The Vice President's duties and responsibilities are defined in the ASCSU Constitution Article III, Section 304.
- §4.3. Job descriptions that include the duties of all positions are attached at the end of this document noted as Attachment 1.
- §4.4. Cabinet members may author legislation for consideration by the Senate. All such legislation must be submitted to the Parliamentarian by the official weekly deadline outlined in the Senate Bylaws to be placed on the Senate agenda.

- §4.5. To foster inter-branch collaboration and ensure executive initiatives are well-informed, all paid members of the Executive Cabinet are required to attend at least one ASCSU Senate Committee or Caucus meeting per month.
- §4.6. To ensure operational excellence and accountability, each officer and department is required to submit a monthly report detailing progress, challenges, and priorities. These reports are due on the first business day of each month. The report shall follow the template provide by the President or their delegate unless otherwise permitted by the President.
- §4.7. At the conclusion of the term, each officer and department is responsible for submitting a comprehensive year-end transition report to ensure the continuity of operations and preserve institutional knowledge. Reports are expected to be drafted on a rolling basis. At the end of the Fall semester the ASCSU Advisor and ASCSU President will collect and evaluate the progress of transition documents. Final reports must be completed and submitted to the incoming President and an ASCSU Advisor no later than May 15th. The report shall follow the template provide by the President or their delegate unless otherwise permitted by the President.
- §4.8. All members of the Executive Cabinet are expected to adhere to the policies and expectations outlined in the "Additional ASCSU Cabinet Policies + Expectations" document. This document serves as an operational supplement to these bylaws and shall be reviewed and updated annually by the President or their delegate.

## ARTICLE V: REMOVAL

- §5.1. This Article outlines the procedure for the internal administrative removal of an Executive officer due to performance-related issues. This process is distinct from and subordinate to the formal impeachment process for serious violations outlined in Article VIII of the ASCSU Constitution.
- §5.2. An executive member is subject to administrative removal at the President's discretion for grounds including, but not limited to, failure to accomplish assigned responsibilities, a lack of professionalism, or violations of the Executive Code of Conduct that do not rise to the level of a constitutional impeachment offense.
- §5.3. The first step in the progressive discipline process is an Informal Written Warning. For a failure to meet responsibilities, the member's direct supervisor will issue a written warning that is documented for internal records and includes potential solutions.
- §5.4. If a second failure occurs, the member will be issued a Formal Written Warning by their supervisor, which shall be forwarded to an ASCSU Advisor. At this stage,

the member will be placed on a Performance Improvement Plan (PIP) that includes clear criteria for success.

§5.5. A third failure will result in an Evaluation for Removal meeting. This meeting shall be attended by the member, their supervisor, an ASCSU Advisor, and an impartial third-party university staff member. If the committee determines that expectations were clear and the member failed to meet the PIP's success criteria, the member shall be removed from their position.

§5.6 For the purpose of this Article, the disciplinary steps are defined as two warning levels: Level 1 (Informal Written Warning) and Level 2 (Formal Written Warning with a Performance Improvement Plan). A supervisor may recommend that an officer's warning level be reduced (e.g., from Level 2 to Level 1, or from Level 1 to a clear record). Such a recommendation is not automatic and must be approved by the President. A reduction may be recommended for reasons including, but not limited to, the substantial and successful completion of a Performance Improvement Plan or a sustained period of demonstrated performance improvement.

§5.7. For members of the President's immediate staff (e.g., Chief of Operations, Chief of Staff), all steps of this disciplinary process will be handled directly by the President.

§5.8. Notwithstanding the process above, the President may immediately suspend an officer for a severe, one-time violation such as harassment or financial malfeasance. This suspension is an interim measure, and the matter must be immediately referred to the appropriate university body to initiate the formal impeachment process as required by Article VIII, Section 801.A of the Constitution.

§5.9. A cabinet member removed through the administrative process outlined in this Article shall have the right to appeal the decision to the ASCSU Supreme Court.

## ARTICLE VI: AMENDMENTS

§6.1. Portions of these bylaws may be amended in different ways.

§6.2. At the start of their term, the President and Vice President may change the list of Executive Branch departments, but they must preserve any department required by the ASCSU Constitution (such as the Department of Finance). Furthermore, any creation of a new position or modification of an existing job description must be ratified by the ASCSU Senate before taking effect.

§6.3. In accordance with Article III, Section 302.C of the Constitution, the President directs the annual review and amendment of these bylaws. All amendments must remain in compliance with the ASCSU Constitution, and any changes to job descriptions must be ratified by the Senate as required by Article I, Section 104.D of the Constitution.

## ARTICLE VII: EXECUTIVE CODE OF CONDUCT

§7.1. Governing Principles. All members of the Executive Branch are officials of ASCSU and are accountable to the ASCSU Constitution, the ASCSU Code of Ethics, the CSU Student Conduct Code, and the Principles of Community. This Code of Conduct outlines the standards expected of members in their service to the student body.

§7.2. Professionalism and Respect. Members shall conduct themselves in a professional manner at all times. They are expected to treat every person with dignity and respect, regardless of differences, and contribute to a positive and inclusive campus culture. Harassment, discrimination, gossip, or any behavior that diminishes trust is prohibited.

§7.3. Accountability and Service. Members exist to serve the CSU student body and shall take full responsibility for their actions and commitments. They must act ethically, seek guidance when needed, and follow through on all duties and expectations associated with their position.

§7.4. Integrity and Conflict of Interest. Members shall avoid situations where personal interests conflict, or appear to conflict, with their responsibilities to ASCSU. Any potential financial, relational, or organizational conflicts must be disclosed to an ASCSU Advisor.

§7.5. Confidentiality and Public Representation. Members must maintain the confidentiality of sensitive internal matters. When representing ASCSU, whether in person or on social media, members must be thoughtful and refrain from conduct that is inconsistent with ASCSU values or would damage the organization's reputation.

§7.6. Reporting Concerns. Any member who witnesses or experiences behavior that violates this Code of Conduct is encouraged to report the concern to their supervisor, the ASCSU Chief Justice, or an ASCSU Advisor.

§7.7. Violations. Violations of this Code of Conduct may result in disciplinary action as outlined in Article V of these bylaws, up to and including removal from office.

## ARTICLE VIII: EXECUTIVE JOB DESCRIPTIONS

**JOB DESCRIPTION**

The Associated Students of Colorado State University

Job Title	Chief of operations	Salary	11,360.54
Department	Office of the president	Reports to	Student Body Vice President

**Preferred skills**

- Peer to Peer Leadership
- Strategic communications
- Strategic partnerships
- Financial planning and budget analysis

**Job description**

This role focuses on optimizing ASCSU's strategic operations by implementing project management systems, developing strategic plans, and streamlining access to process-oriented work. Operations will oversee partnerships with key stakeholders, manage onboarding and training programs, and support the Chief of Staff in drafting executive bylaws.

**Role responsibilities**

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Strategic operations (systems, plans, processes) <ul style="list-style-type: none"> <li>◦ Implementing a cabinet-wide used Project management system (notion).</li> <li>◦ Creating well-developed strategic plans</li> <li>◦ Creating efficient processes for cabinet members to access all “process-oriented” work</li> </ul> </li> <li>• Strategic partnerships (sponsors, stakeholders, student organizations) <ul style="list-style-type: none"> <li>◦ Working with Slice, Cultural Resource Centers, Admissions, Higher Administration etc..</li> </ul> </li> <li>• Implementing employee skill assessments</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Using Microsoft teams to handle all filing monthly reports &amp; transition reports</li> <li>• Serve as executive sponsor for Internal Affairs Committee</li> <li>• Oversee Onboarding emphasizing processes and operations</li> <li>• Assist the Chief of staff in writing of Executive By-laws</li> <li>• Serve as representative on Rocky Mountain Student Media Corporation Board</li> </ul>

	<ul style="list-style-type: none"> <li>• Becoming Kuwali trained to understand financial procedures</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Oversee Department of finance               <ul style="list-style-type: none"> <li>◦ Oversee RFA/RFD policies and trainings</li> </ul> </li> <li>• Create and facilitate employee trainings               <ul style="list-style-type: none"> <li>◦ Notion trainings</li> <li>◦ Public relations trainings</li> <li>◦ Working with ASCSU Administrative Assistant to host responsible employee/ Title IX training</li> </ul> </li> <li>• Collaborating with Talent &amp; Development to create systems that will allow ASCSU employees to be recognized as LSC employees.</li> <li>• Planning ASCSU Intern media day</li> <li>• ASCSU Alumni Outreach               <ul style="list-style-type: none"> <li>◦ Creating Alumni newsletter</li> </ul> </li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Chief of staff	Salary	11,360.54
Department	Office of the president	Reports to	Student Body Vice President

## Preferred skills

- Equity & Inclusion
- Peer to Peer Leadership
- Oral and written communication
- Relationship building & Collaboration

## Job description

This role is responsible for ASCSU's strategic planning, budget analysis, and organizational management, including leading key meetings and overseeing public initiatives. They manage internal communications, update executive bylaws, establish accountability metrics, and coordinate staff onboarding, training, and team-building programs. Additionally, they spearhead major events like the *State of the Association Address*, *ASCSU Open House*, and internship programs while ensuring a strong organizational culture and wellness framework.

## Role responsibilities

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Strategic planning for organization</li> <li>• Budget planning and analysis</li> </ul>
-----------------	---



<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Leading meetings <ul style="list-style-type: none"> <li>◦ Executive Cabinet (Weekly)</li> <li>◦ One-on-ones (Quarterly)</li> <li>◦ Department meetings (Bi-weekly)</li> </ul> </li> <li>• Attending ASCSU leadership meetings (OTP and Directors)</li> <li>• Manage the public initiative tracker</li> <li>• Establishing a system for staff office hours <ul style="list-style-type: none"> <li>◦ Making them public on ASCSU Website</li> </ul> </li> <li>• Writing and sending the “Weekly download newsletter” in collaboration with the Student body president (newsletter is sent to ASCSU Executive staff)</li> <li>• Updating the Executive bylaws with approval of ASCSU's Student Body President and Vice President</li> <li>• Act as an Executive sponsor for a committee in the legislative</li> <li>• Creating employee assessments procedures and standards</li> <li>• Creating metrics which will aid the enforcement of the Directors accountability process</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Responsible for Culture and Climate Onboarding <ul style="list-style-type: none"> <li>◦ Explaining employee assessments</li> <li>◦ Creating Executive code of conduct</li> <li>◦ Having executive code of conduct printed</li> </ul> </li> <li>• Planning Fall and Spring retreats</li> <li>• Planning ASCSU Media day</li> <li>• Planning Staff team bonding</li> <li>• Planning Annual State of the Association address</li> <li>• Planning ASCSU open house</li> <li>• Planning ASCSU invites in collaboration with ASCSU's unified success department</li> <li>• Spearheading rotational internship program</li> <li>• Spearheading organizational wellness programs</li> </ul> <p>Specific task under Org wellness include:</p> <ul style="list-style-type: none"> <li>◦ Creating bylaws</li> <li>◦ Creating Org. wellness Team</li> </ul>

**JOB DESCRIPTION**

The Associated Students of Colorado State University

Job Title	OTP Administrative Coordinator	Salary	4557.11
-----------	--------------------------------	--------	---------

Department	Office of the president	Reports to	Chief of Operations
------------	-------------------------	------------	---------------------

**Preferred skills**

- Leadership
- Strategic planning
- Equity & Inclusion
- Oral and written communication
- Relationship building & Collaboration

**Job description**

This role focuses on administrative coordination and strategic communication, including creating analytic reports, managing schedules, and responding to staff monthly reports. OTP Administrative coordinator will establish the *President's Council* for student engagement and develop presentations for the Senate and Executive Cabinet on the administration's progress. Additionally, they ensure efficient internal communication and organization to support ASCSU's executive operations

**Role responsibilities**

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Working with Director of Public relations to create analytical administrative reports to publish</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Responding and filing to Executive monthly reports</li> <li>• Ensuring accuracy of Staff timesheets</li> <li>• Coordinate Leadership team meetings</li> <li>• Work with ASCSU Administrative Assistant</li> <li>• Scheduling and coordinating meeting for members of Office of the president</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Facilitating President's Council <ul style="list-style-type: none"> <li>◦ Inviting and outreaching to students</li> </ul> </li> <li>• Creating presentations for Senate/Executive cabinet about progress of executive cabinet</li> </ul>

**JOB DESCRIPTION**

The Associated Students of Colorado State University

Job Title	Director of Marketing and Communications	Salary	9802.42
Department	Marketing	Reports to	Chief of staff

**Preferred skills**

- Creativity
- Critical thinking
- Strategic Marketing
- Strategic Communications

**Job description**

The Director of Marketing and Communications drives ASCSU's marketing strategy, blending creativity with data-driven decision-making. They develop and execute social media campaigns, track analytics, and maintain a structured posting calendar using Notion. Beyond digital engagement, they spearhead sponsorship growth, compile targeted outreach lists, and build strategic partnerships to expand ASCSU's reach. They also craft promotional tours and collaborate on high-impact marketing initiatives. Through a mix of strategic planning, project management, and creative execution, they enhance ASCSU's visibility and engagement across campus and the community.

**Role responsibilities**

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Developing ASCSU marketing strategy               <ul style="list-style-type: none"> <li>◦ Managing ASCSU Social media's                   <ul style="list-style-type: none"> <li>▪ Instagram, Tiktok, Facebook</li> </ul> </li> </ul> </li> <li>• Creating Social Media Analytics reports</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> <li>• Create and compile general mailing lists for project management and outreach</li> <li>• Create and compile mailing list for local sponsors               <ul style="list-style-type: none"> <li>◦ Increase sponsorship</li> <li>◦ Increase partners and sponsor outreach                   <ul style="list-style-type: none"> <li>• Work with OTP Administrative coordinator on this initiative</li> </ul> </li> </ul> </li> <li>• Using Project management software (Notion) to create social media posting calendar</li> </ul>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Creating and Executing social media campaigns for ASCSU and ASCSU Events</li> <li>• Strategic promotional efforts:               <ul style="list-style-type: none"> <li>◦ Developing strategic promotional tours (RMSNC, Class presentation campaigns) for event promotion</li> </ul> </li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Director of Public Relations	Salary	9802.42
Department	Marketing	Reports to	Director of Marketing and Communications

### Preferred skills

- Critical thinking
- Problem solving
- Strategic Marketing
- Strategic Communications

### Job description

The Director of Public Relations will play a pivotal role in shaping ASCSU's public presence through strategic communication and engagement initiatives. STRAT. Comm will craft compelling 'Letters to the Editor' for RMSNC, host social media takeovers, and build engaging messaging across platforms to amplify ASCSU events. Managing advertising request form and email blast campaigns, they ensure seamless outreach to students, alumni, and administration. They also coordinate ASCSU service opportunities, enforce service requirements for ASCSU officials, and generate bi-monthly analytical reports in collaboration with OTP. This role will drive impactful promotional efforts through strategic campaigns and outreach tours, making ASCSU's voice stronger than ever.

### Role responsibilities

<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Creating "Letter to the editors" to send to RMSNC</li> <li>• Hosting Social media Takeover(S) for ASCSU Events on ASCSU's instagram</li> <li>• Building engaging messaging for Social media post</li> <li>• Creating email blast campaign(s)</li> <li>• Coordinating ASCSU Service opportunities             <ul style="list-style-type: none"> <li>◦ Enforcing service requirements of all ASCSU officials</li> </ul> </li> <li>• Create Bi-monthly ASCSU analytical report to share with Advisors, Administration, students and ASCSU Alum             <ul style="list-style-type: none"> <li>◦ Work with OTP Administrative coordinator on this initiative</li> </ul> </li> </ul>
-------------------------	---

<b>Administrative</b>	<ul style="list-style-type: none"> <li>Weekly meetings <ul style="list-style-type: none"> <li>Cabinet</li> <li>Department</li> </ul> </li> <li>Send monthly reports to Chief of staff and Operations officer</li> <li>Collaborating with ASCSU Front Desk to send materials from Executive cabinet, to be included in ALL-ASCSU weekly newsletter</li> <li>Serve on the Rocky Mountain Student News Corporation Board</li> <li>Manage Advertising request form</li> </ul>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>Creating and Executing social media campaigns for ASCSU and ASCSU Events</li> <li>Strategic promotional efforts: <ul style="list-style-type: none"> <li>Developing strategic promotional tours (RMSNC, Class presentation campaigns) for event promotion</li> </ul> </li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Deputy Director of Multimedia	Salary	4557.11
Department	Marketing	Reports to	Director of Marketing and Communication

## Preferred skills

- Creativity
- Strategic marketing
- Student engagement
- Well versed on Social media applications

## Job description

The Deputy Director of Multimedia will serve as the Social Media Manager for ASCSU, overseeing TikTok, Instagram, and Facebook to engage both current students and alumni. They craft compelling video treatments, collaborate with CTV for event promotions, and ensure a steady stream of engaging content across all platforms. Beyond social media, they contribute to administrative operations by attending key meetings, compiling outreach mailing lists, and providing monthly reports to leadership. With a strong blend of creativity and strategy, they enhance ASCSU's digital presence and student engagement.

## Role responsibilities

<b>Special projects</b>	<ul style="list-style-type: none"> <li>Acts as a Social Media Manager for ASCSU's following accounts:               <ul style="list-style-type: none"> <li>Tiktok</li> <li>Instagram</li> <li>Facebook (for ASCSU Alumni Engagement)</li> </ul> </li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>Weekly meetings               <ul style="list-style-type: none"> <li>Cabinet</li> <li>Department</li> </ul> </li> <li>Send monthly reports to Chief of staff and Operations officer</li> <li>Create and compile general mailing lists for project management and outreach</li> <li>Creating video treatment templates for colleagues to submit</li> </ul>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>Posting on ASCSU's social media channels 1-3 times weekly</li> <li>Collaborating with CTV for ASCSU Event promos</li> <li>Creating video treatments for all content posted</li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Deputy Director of Graphic Design	Salary	4557.11
Department	Marketing	Reports to	Director of Marketing and Communication

## Preferred skills

- Creativity
- Detail-oriented
- Strategic marketing
- Well versed on Design applications (Canva, Adobe suite)

## Job description

The Deputy Director of Multimedia is the creative force behind ASCSU's marketing, turning ideas into eye-catching campaigns! From designing event materials and managing social media to leading graphic design workshops. This role will ensure our brand stays engaging and impactful. This role will collaborate with SLICE, attend key meetings, and keep leadership informed with monthly reports. Whether it's crafting compelling content or streamlining marketing requests, The Deputy Director of Graphic design will bring strategy and creativity together to keep students virtually engaged all year long.

### Role responsibilities

<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Creating all event marketing materials</li> <li>• Hosting Graphic Design essentials workshop for Registered Student organization               <ul style="list-style-type: none"> <li>◦ Partner with SLICE</li> </ul> </li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> <li>• Manage Marketing request form</li> <li>• Responsible for Fast print orders, for marketing items</li> </ul>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Posting on ASCSU's social media channels 1-3 times weekly (Create engaging post to supplement dead seasons for events)</li> </ul>

### JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Director of pathways for excellence	Salary	9802.42
Department	Unified Success	Reports to	Chief of staff

### Preferred skills

- Strategic planning
- Equity and Inclusion
- Oral and written communication
- Relationship building & Collaboration

### Job description

The Director of Pathways for excellence will serve as a liaison to all students on campus, emphasizing the importance of creating a "cohesive CSU". Will focus on

providing an inclusive experience for all students with the goal of increasing cross-campus collaborations, attendance and student engagement.

### Role responsibilities

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Strategic planning for organization, focusing on institutionalizing initiatives</li> <li>• Budget planning</li> <li>• Spearheading ASCSU's 'Culture review' initiatives through ASCSU's organizational wellness programs</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> <li>◦ Leadership (Bi-weekly)</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> <li>• Managing "Unified Success" events calendar               <ul style="list-style-type: none"> <li>◦ Events for FSL</li> <li>◦ Events for CRC's                   <ul style="list-style-type: none"> <li>▪ And Multicultural organizations</li> </ul> </li> <li>◦ Events for UCA</li> </ul> </li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Serve on Vice President for Student Affairs council</li> <li>• Executing multiple outreach campaigns throughout the academic year targeted towards:               <ul style="list-style-type: none"> <li>◦ First-Generation students</li> <li>◦ First year students</li> <li>◦ Fraternity and Sorority life</li> <li>◦ Graduate Students</li> <li>◦ International students</li> <li>◦ Multicultural organizations</li> </ul> </li> <li>• Collaborating with ASCSU legislative committees and caucuses               <ul style="list-style-type: none"> <li>◦ Serving as an executive sponsor regularly on a committee/caucus</li> <li>◦ <u>OR</u> host a regular meeting with senators who serve cultural resource centers</li> </ul> </li> </ul>

### JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Assistant Director of Registered Student Organization Affairs	Salary	5100.00
-----------	---	--------	---------



Department	Unified Success	Reports to	Director of Pathways for excellence
------------	-----------------	------------	-------------------------------------

### Preferred skills

- Strategic communication
- Program & event management
- Leadership & student development
- Knowledge of Colorado State university's Registered Student Organizations

### Job description

The Assistant Director of registered Student Organization affairs will function as a liaison to Colorado State University students who are involved in Registered Student Organizations. This role will be in charge of creating policy and programming for these students to increase ASCSU's engagement with Registered Student Organizations.

<b>Project management</b>	<ul style="list-style-type: none"> <li>• Attending Fraternity and Sorority meetings (ASCEND, Presidents council)</li> <li>• Creating programs that increase accessibility to historically marginalized Registered Student Organizations at Colorado State University</li> <li>• Planning an ASCSU "Meet the Registered Student Organizations" <ul style="list-style-type: none"> <li>◦ Including all Registered Student Organizations</li> </ul> </li> <li>• Help coordinate with Registered Student Organization's leadership for "club day" on the plaza to promote student involvement</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Add FSL events to ASCSU Unified success calendar</li> <li>• Attend FSL council meetings for (MGC, NPHC, IFC and NPC) <ul style="list-style-type: none"> <li>◦ Create and provide reports from ASCSU that highlight areas of shared priorities and achievement.</li> </ul> </li> <li>• Researching methods to create pathways for students to receive funding for chapter dues.</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Attend Registered Student Organization events as a representative of ASCSU.</li> <li>• Attending Fraternity and Sorority affairs tailgating summit</li> <li>• Working with the ASCSU Marketing and Communication department to promote RSO Recruitment efforts <ul style="list-style-type: none"> <li>◦ Block Party</li> <li>◦ Informationals</li> </ul> </li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Assistant Director of Academic Innovation	Salary	5100.00
Department	Unified Success	Reports to	Director of Pathways for excellence

### Preferred skills

- Project management
- Change management
- Strategic communications
- Data-driven decision making

### Job description

The Assistant Director of Academic Innovation will function as a role to put forth policy and programing regarding the university wide innovation towards better academic systems and procedures. Focusing on a holistic lens of how students achieve, this Director will serve both directly to students and through various university committees.

### Role responsibilities

<b>Project management</b>	<ul style="list-style-type: none"> <li>• Fostering the rollout and implementation of the Syllabus bank initiative</li> <li>• Re-implementing ASCSU's student life survey in tandem with division of Student Affairs</li> <li>• Ushering in the Graduate Test Prep Project</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Appoint colleagues and students to university-wide committees</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Serve as member on faculty council committees               <ul style="list-style-type: none"> <li>◦ Teaching and learning</li> <li>◦ University curriculum</li> </ul> </li> <li>• Serve as Academic wellness coordinator through ASCSU's organizational wellness programs               <ul style="list-style-type: none"> <li>◦ Plan academic programing for ASCSU cabinet, such as study halls                   <ul style="list-style-type: none"> <li>▪ Can be outreach events to college councils and other university offices</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Create a system for advisors to do grade check-ins</li> </ul>
--	--

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Director of Basic Needs Initiatives	Salary	9802.42
Department	Basic needs	Reports to	Chief of staff

### Preferred skills

- Collaboration
- Equity & Inclusion
- Strategic thinking
- Knowledge of campus resources

### Job description

The Director of Basic Needs will focus on holistic wellness programming in partnership with many departments and organizations throughout CSU and surrounding community members. The Director will be responsible for the continued development of past programs and development of future initiatives that the department would like to put forth.

### Role responsibilities

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Planning Annual “Wellness wonderland” programing</li> <li>• Planning Annual Collegiate Basic Needs summit</li> <li>• Creating a system, that will meet the continuous need to stock and supply the ASCSU pocket pantry</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Meetings <ul style="list-style-type: none"> <li>○ Executive Cabinet (Weekly)</li> <li>○ Department meetings (Bi-weekly)</li> </ul> </li> <li>• Creating and sending monthly reports to Chief of staff</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Serving as an Executive sponsor for housing caucus</li> <li>• Fostering strategic partnerships with: <ul style="list-style-type: none"> <li>○ Colorado State University Health Network</li> <li>○ Homeward Alliance</li> <li>○ Mile High resilience and wellness</li> <li>○ CREWS</li> <li>○ Active minds</li> <li>○ Body project</li> </ul> </li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Deputy Director of Basic Needs Initiatives	Salary	4557.11
Department	Basic needs	Reports to	Director of Basic needs

### Preferred skills

- Collaboration
- Equity & Inclusion
- Strategic thinking
- Knowledge of campus resources

### Job description

The Director of basic needs focuses on promoting wellness and mental health initiatives within ASCSU, including overseeing projects like the *Purify Project*, coordinating blood drives, and facilitating mental health tabling events.

### Role responsibilities

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Facilitating ASCSU's "Purify Project"</li> <li>• Coordinating Mental Health Tabling</li> <li>• Planning and overseeing ASCSU's blood drives</li> <li>• Coordinating Ramband Harm reduction efforts in collaboration with the SAFE center.</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Meetings               <ul style="list-style-type: none"> <li>◦ Executive Cabinet (Weekly)</li> <li>◦ Department meetings (Bi-weekly)</li> </ul> </li> <li>• Creating and sending monthly reports to Chief of staff</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Serving as "Wellness coordinator" for ASCSU's organizational Wellness programs:               <ul style="list-style-type: none"> <li>◦ Facilitating mental health and wellbeing workshops</li> </ul> </li> <li>• Fostering strategic partnerships with:               <ul style="list-style-type: none"> <li>◦ Colorado State University Health Network</li> <li>◦ Homeward Alliance</li> <li>◦ Mile High resilience and wellness</li> <li>◦ CREWS</li> <li>◦ Active minds</li> <li>◦ Body project</li> </ul> </li> </ul>

**JOB DESCRIPTION**

The Associated Students of Colorado State University

Job Title	Director of Environmental Affairs	Salary	9802.42
Department	Environmental affairs	Reports to	Chief of staff

**Preferred skills**

- Strategic planning
- Equity and Inclusion
- Oral and written communication
- Relationship building & Collaboration

**Job description**

The Director of Environmental Affairs focuses on sustainability initiatives, including planning *Earth Month* programming, *Greeks Go Green*, campus cleanups, and composting projects. They also work on electric vehicle initiatives and build strategic partnerships with CSSO to advance campus sustainability efforts. In addition to attending weekly meetings and providing monthly reports to leadership, they ensure ASCSU's environmental programs are effectively executed and impactful.

**Role responsibilities**

<b>Project management</b>	<ul style="list-style-type: none"> <li>• Creating programming for earth month</li> <li>• Planning "Greeks Go Green" &amp; Campus cleanups programming</li> <li>• Working on Campus composting projects</li> <li>• Working on Electric vehicle campus initiatives</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Creating strategic partnerships with CSSO</li> <li>• Ushering in the inaugural Generation consciousness programs</li> </ul>

**JOB DESCRIPTION**

The Associated Students of Colorado State University

Job Title	Deputy Director of Sustainability	Salary	4557.11
Department	Environmental affairs	Reports to	Director of Environmental Affairs

### Preferred skills

- Oral and written communication
- Strategic planning
- Relationship building & Collaboration
- Equity and Inclusion

### Job description

The Director of Sustainable initiatives focuses on sustainability initiatives, including planning *Earth Month* programming, *Greeks Go Green*, campus cleanups, and composting projects. They also work on electric vehicle initiatives and build strategic partnerships with CSSO to advance campus sustainability efforts. In addition to attending weekly meetings and providing monthly reports to leadership, they ensure ASCSU's environmental programs are effectively executed and impactful.

### Role responsibilities

<b>Project management</b>	<ul style="list-style-type: none"> <li>• Creating programming for earth month</li> <li>• Planning "Greeks Go Green" &amp; Campus cleanups programming</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Creating strategic partnerships with CSSO</li> <li>• Working with Warner Senators</li> <li>• Working with environmental and sustainable organizations</li> </ul>

### JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Director of Traditions and Programming	Salary	9802.42
Department	Traditions	Reports to	Chief of staff

### Preferred skills

- Event planning and execution
- Budget planning and analysis
- Strong oral and written communication

### Job description

The Director of Traditions and programming will focus on planning and executing large-scale student events, including tailgating for home football games and the Campus Leaders series, as well as campus-wide programs that appeal to all students. The Director of Traditions will create program templates for traditions and general use, serve on the Board of Student Organization Funding, and collaborate with strategic partners to develop engaging events. Additionally, they drive initiatives like the *70 Things to Do at CSU* and lead virtual competitions with other student governments across the PAC-12 conference, while providing regular updates to the Chief of Staff and Operations Officer.

### Role responsibilities

<b>Event planning</b>	<ul style="list-style-type: none"> <li>• Responsible for planning and executing student tailgating for home football games</li> <li>• Responsible for planning and executing the “Campus leaders” series in partnership with SLICE</li> <li>• Responsible for planning events that appeal to all students and are engaging, as campus wide programs</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> <li>◦ Leadership</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> <li>• Creating program plan templates for Traditions events</li> <li>• Creating program plan templates for ASCSU general use</li> </ul>
<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Serve on the Board of Student Organization funding</li> <li>• Re-Implementing the ‘70 things to do @ CSU</li> <li>• Working with Strategic partners to create collaborative events</li> <li>• Planning virtual (social media) competitions with Student Government Associations also in the PAC-12 conference</li> <li>• Re-implement the Traditions Council engaging members from (Athletics, Presidential Ambassadors, Resident Housing Association, Fraternity and Sorority Life, RamEvents, Alumni Center)               <ul style="list-style-type: none"> <li>◦ Council will be intended to build and infuse tradition</li> </ul> </li> </ul>

**JOB DESCRIPTION**

The Associated Students of Colorado State University

Job Title	Assistant Director of Campus engagement	Salary	5100.00
Department	Traditions	Reports to	Director of Traditions

**Preferred skills**

- Event planning and execution
- Strong oral and written communication
- Budget planning and analysis

**Job description**

The Deputy Director of campus engagement and programming role focuses on developing and hosting the *Most-Spirited Ram* event series, along with organizing bi-weekly tabling to promote ASCSU events and engagement. Campus engagement will create program plan templates for the event series and serve on the Students of the Oval Caucus to foster student involvement. In addition to regular cabinet and department meetings, they provide monthly reports to the Chief of Staff and Operations Officer, ensuring consistent communication and event promotion

**Role responsibilities**

<b>Event planning</b>	<ul style="list-style-type: none"> <li>• Developing the “Most-spirited Ram” event series</li> <li>• Host Bi-weekly Tabling for ASCSU to promote events and ASCSU in general</li> <li>• Planning and facilitating the tailgating meeting               <ul style="list-style-type: none"> <li>◦ Outreach to variety of student groups</li> </ul> </li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings               <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> <li>• Creating program plan templates for “Most-spirited” ram events series</li> </ul>
<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Serve on the Students of the Oval Caucus</li> <li>• Re-implementing the RAMRUCKUS initiative</li> <li>• Hosting Traditions presentations</li> </ul>

**JOB DESCRIPTION**

The Associated Students of Colorado State University



Job Title	Director of Governmental affairs	Salary	9802.42
Department	Governmental affairs	Reports to	Chief of staff

### Preferred skills

- Collaboration
- Project Management
- Strong understanding of Policy

### Job description

The Director of Governmental affairs focuses on planning key events such as *Evening with the Electeds*, *Day at the Capitol*, and ASCSU Town Halls on topics like university and ASCSU budgets and policies. They collaborate with the ASCSU Department of Finance to produce reports. They work with lobbyists, and serve as Chair of the Legislative Strategy Advisory Board.

### Role responsibilities

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Planning Annual “Evening with the electeds”</li> <li>• Planning Annual Day at the capital <ul style="list-style-type: none"> <li>◦ Founders day DATC Feb 11th</li> </ul> </li> <li>• Overseeing the Annual Day at the capital planning for Cultural resource centers</li> <li>• Planning ASCSU Town Halls on the following subject matters: <ul style="list-style-type: none"> <li>◦ University Budget</li> <li>◦ University Policy</li> <li>◦ ASCSU Policy</li> <li>◦ ASCSU Budget <ul style="list-style-type: none"> <li>▪ Working with ASCSU Department of finance to create accurate reports and presentations</li> </ul> </li> </ul> </li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Meetings <ul style="list-style-type: none"> <li>◦ Executive Cabinet (Weekly)</li> <li>◦ Department meetings (Bi-weekly)</li> <li>◦ Meet with ASCSU Lobbyists ( Bi-weekly)</li> </ul> </li> <li>• Creating and sending monthly reports to Chief of staff</li> <li>• Serving as the Chair for Legislative Strategy Advisor Board (LSAB) for the Associated Students of Colorado University</li> </ul>
<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Working with the “Quentin fellowship” program to expand governmental affairs strategic planning to our student government mentorship channels</li> <li>• Creating bill summaries for Colorado general Assembly and ASCSU, to share with students (via social media)</li> </ul>

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Deputy Director of Policy Initiatives	Salary	4557.11
Department	Governmental Affairs	Reports to	Director of Governmental affairs

### Preferred skills

- Collaboration
- Project management
- Equity & Inclusion
- Understanding of Legislation & Policy

### Job description

The Deputy Director of Policy Initiatives focuses on civic engagement, advocacy, and community outreach. Responsibilities include planning the annual *Know Your Rights* training, engaging with multicultural organizations and cultural resource centers, and fostering strategic partnerships with key advocacy groups. They collaborate with ASCSU Marketing & Communication to create bill summaries for legislation at both the state and university levels. Additionally, they participate in executive and department meetings, provide regular reports to leadership, and help ensure students stay informed and empowered through legislative and community initiatives.

### Role responsibilities

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Planning Annual Know your rights training               <ul style="list-style-type: none"> <li>◦ Outreach to Multicultural organizations</li> <li>◦ Outreach to Cultural resource centers</li> </ul> </li> <li>• Fostering strategic partnerships with:               <ul style="list-style-type: none"> <li>◦ Strayer center</li> <li>◦ Young Invincibles</li> <li>◦ NEWERA</li> <li>◦ Colorado State University Political Review</li> </ul> </li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Meetings               <ul style="list-style-type: none"> <li>◦ Executive Cabinet (Weekly)</li> <li>◦ Department meetings (Bi-weekly)</li> </ul> </li> <li>• Creating and sending monthly reports to Chief of staff</li> </ul>
<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Working with ASCSU Marketing &amp; Communication:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Creating Bill summaries for Legislation passed by the Colorado General Assembly</li> <li>○ Creating Bill summaries for Legislation passed by The Associated Students of Colorado State University</li> </ul>
--	---

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Director of Finance	Salary	9802.42
Department	Finance	Reports to	Chief of Operations

### Preferred skills

- EXCEL systems
- Budget planning
- Budget analysis
- Kuawali systems

### Job description

The Director of Finance is focused on managing financial processes for ASCSU, including using systems like Kuawali to disburse payments for student travel, events, and seed grant applications, and utilizing XCEL for budget management. Director will serve as Chair of the Board of Student Organization Funding (BSOF), overseeing seed grant approvals and fund disbursement for new Registered Student Organizations. In addition, they update BSOF bylaws, create budget templates in Notion, provide financial process training for the Executive Cabinet, and assist the Chief Operations Officer in evaluating department budgets, all while ensuring smooth financial operations and providing monthly reports to leadership.

### Role responsibilities

<b>Systems</b>	<ul style="list-style-type: none"> <li>• Use systems such as Kuawali to disburse payments for Students travel, events and seed grant applications</li> <li>• Effectively use Notion for project management</li> <li>• Use EXCEL to manage the ASCSU budget</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings <ul style="list-style-type: none"> <li>○ Cabinet</li> <li>○ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> </ul>

<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Serve as the Chair on the Board of Student Organization Funding <ul style="list-style-type: none"> <li>◦ Updating BSOF bylaws</li> </ul> </li> <li>• Oversee seed grant approval and fund disbursement for new Registered Student organizations, upon receiving applications</li> <li>• Creating Budget templates in notion for colleagues projects</li> <li>• Work with Chief Operations to create Financial process trainings for ASCSU Executive cabinet <ul style="list-style-type: none"> <li>◦ Assisting Chief Operations evaluate department budgets</li> </ul> </li> </ul>
-------------------------	---

## JOB DESCRIPTION

The Associated Students of Colorado State University

Job Title	Deputy Director of Finance operations	Salary	4557.11
Department	Finance	Reports to	Director of Finance

## Preferred skills

- EXCEL systems
- Budget planning
- Budget analysis
- Kuawali systems

## Job description

The Deputy Director of Finance manages ASCSU's financial operations, using systems like Kuawli for travel grant disbursements, EXCEL for budgeting, and Notion for project management. As Vice-Chair of the Board of Student Organization Funding, they oversee business operations, update travel grant bylaws, and create budget templates and accountability systems.

## Role responsibilities

<b>Systems</b>	<ul style="list-style-type: none"> <li>• Use systems such as Kuawli to disburse payments for travel grants.</li> <li>• Effectively use Notion for project management</li> <li>• Use EXCEL to manage the ASCSU budget</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Weekly meetings <ul style="list-style-type: none"> <li>◦ Cabinet</li> <li>◦ Department</li> </ul> </li> <li>• Send monthly reports to Chief of staff and Operations officer</li> </ul>

<b>Special projects</b>	<ul style="list-style-type: none"><li>• Serve as the Vice-Chair on the Board of Student Organization Funding<ul style="list-style-type: none"><li>◦ Overseeing business operations for the student travel grant<ul style="list-style-type: none"><li>▪ Keeping the travel grant bylaws up to date</li></ul></li></ul></li><li>• Creating Budget templates in notion for colleagues projects</li><li>• Work with Chief Operations to create Financial process trainings for ASCSU Executive cabinet<ul style="list-style-type: none"><li>◦ Creating accountability system for lack of oversight in financial process</li></ul></li></ul>
-------------------------	---