

**LEX 5607 – AMENDING THE JOB DESCRIPTIONS FOR ALL EXECUTIVE
POSITIONS 2026-2027**



THE ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

6th SESSION OF THE FIFTY-FIFTH SENATE

September/ 16/ 2026

Lex #5607

Amending the Job Descriptions for all Executive Positions 2026-2027

NOTICE: *A signature to sponsor means that you only wish for the legislation to be heard, whereas a signature to endorse means that you support the contents and/or actions of this legislation.*

WRITTEN BY: Victoria Quesada-Stoner, President

COLLABORATED WITH:

SPONSORED BY:

ENDORSED BY: Ferrin Jaudon, Chief of Staff; Dianna Diggs, Associate Chief of Staff; Benjamin Gregg, Vice President

ABSTRACT: *This Lex revises the 2025–2026 job descriptions to establish clear guidelines for each position and ensure that the 2026–2027 job descriptions accurately reflect the responsibilities and structure of each role.*

WHEREAS (1),

This lex seeks to revise the 2025-2026 ASCSU Executive Job Descriptions for the Executive Cabinet; and,

WHEREAS (2),

As outlined in the ASCSU Constitution Article 1, Section 104, line C, states that “No office shall exist without the accompaniment of a job description”; and,

WHEREAS (3),

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The Administration of the Executive Branch has eliminated, added, and refined various positions, and it is imperative that these changes be accurately reflected; and,

WHEREAS (4),

Revisions to the 2025–2026 Executive Job Descriptions are necessary to accurately reflect the current structure and responsibilities of the Executive Branch and eliminate director positions that no longer exist; and,

THEREFORE, BE IT HEREBY RESOLVED (1)

Therefore, be it resolved that the Fifty-Sixth Senate of ASCSU approve the revision to the 2026–2027 Executive Job Descriptions shown in the Resources Section to formally establish the position of Accessibility Coordinator as an official ASCSU Executive role and to remove director positions that are no longer active; and,

THEREFORE, BE IT HEREBY FURTHER RESOLVED (2)

That a copy of this legislation be forwarded to Amy Parsons, President, Colorado State University; Tony Frank, Chancellor, CSU System; Lisa Youngblade, Interim Provost and Executive Vice President, Student Affairs; Blanche Hughes, Vice President, Student Affairs; Kauline Cipriani, Vice President for Inclusive Excellence, Office of the President; Mike Ellis, Associate Vice President and Executive Director of the Lory Student Center, Student Affairs; Pamela Norris, Associate Executive Director Engagement and Talent Development, Student Affairs; Ben Schrader, Director, Adult Learner and Veteran Services, ASCSU Advisor; Duan Ruff, Director, Student Leadership Involvement and Community Engagement; Julia Pratt, Assistant Director for Student Government, Student Leadership, Involvement and Community Engagement; Farah Shah, ASCSU/SLICE Accountant, Student Leadership, Involvement and Community Engagement; Ali Raza, Assistant Director of Involvement, Student Leadership, Involvement and Community Engagement, ASCSU Advisor; Elisa Randazzo, ASCSU Administrative Assistant; Warner College of Natural Resources College Council; Ag Council; College of Liberal Arts Representative Council; Natural Sciences College Council; College of Health and Human Sciences Dean’s Leadership Council; College of Veterinary Medicine and Biomedical Sciences College Council; College of Business Dean’s Student Leadership Council; Lisa Chandler, Assistant Director, Adult Learner and Veteran Services; Kathleen Fairfax, Vice Provost, International Affairs, Colorado State University; Chad Hoseth, Assistant Vice Provost, International Affairs, Colorado State University; Greg Wymer, Director, International Student Scholars and Services; Mary Ann Lucero, Executive Director, Academic Advancement Center; Elizabeth Sink, Lead, Multifaith and Belief Initiatives; Gaurav Harshe, Interim Director, Asian Pacific American Cultural Center; John Miller IV, Director, Black/African American Cultural Center; Aaron Escobedo Garmon, Director, El Centro; Maggie Hendrickson, Director, Pride Resource Center; Tyrone Smith, Director, Native American Cultural Center; Imani Lindberg, Interim Director, Survivor Advocacy & Foundational Education

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Center; Justin Dove, Director, Student Disability Center; Amy Taylor, Senior Director,
Accessibility Center;

**PASSAGE AND ENACTMENT OF LEX 5607
SESSION OF PASSAGE**

Yays – Nays – Abstentions

ASCSU SPEAKER OF THE SENATE Ryer Roberts

DATE

ASCSU PRESIDENT VICTORIA QUESADA-STONER

DATE

RESOURCES:

Job Title: President
Department: Office of The President

Compensation (Paid out in equal stipend):

- Summer: 3,300
- Fall/Spring: 12,316
- Parking A Permit

Start Time:

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- This position will begin working in April following the election, 2026 & end May 13th.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Summer: 10-15 hours.
- Fall/Spring: 15-20 hours.

Job Description:

The President of the Associated Students of Colorado Student University shall demonstrate strong leadership, organizational ability, and a deep commitment to student-centered governance. The President is expected to represent ASCSU at required university meetings, including serving as the official student representative to the Board of Governors. This role leads and oversees the Executive Branch while collaborating closely with the Chief Justice and the Speaker to ensure strong, coordinated, and effective governance across all three branches of ASCSU. The President must maintain consistent communication, attend designated meetings, and uphold transparency, accountability, and professionalism in all university and external engagements.

General Eligibility:

All applicants for the position of President shall be students enrolled in at least one on campus credit 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.

Basic Qualifications:

- Demonstrated ability and genuine desire to represent and advocate for the students at Colorado State University.
- Strong interest in serving as an active and accountable representative for the student body.
- Supervision or leadership experience.
- General knowledge of managerial and organizational skills.
- Understanding ASCSU processes and governance structure, or a demonstrated willingness to proactively learn and understand how student government operates.
- Ability to conduct professionally when representing ASCSU on and off campus.
- Ability to work effectively in a team-based environment.
- Excellent interpersonal and communication skills.
- Ability to work independently, identify resources, and make informed decisions.

Supervisions:

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- The ASCSU President is directly accountable to the Students of Colorado State University specifically by the Office of the President, Judicial Branch, Legislative Branch and the oversight of the rest of ASCSU members.

General Responsibilities:

- Contribute a minimum of 15 hours per week during the summer and 20 hours during Fall/Spring term and work additional hours as needed to fulfill the responsibilities of the position.
- Have weekly meetings the Office of the President, and bi-weekly meetings with the Vice President, Chief of Staff, and the advisor to have a clear communication within the Executive branch.
- Attend weekly Cabinet meetings on Wednesdays from 5:00–6:00 p.m. when available and if not, communicate with the Chief of Staff.
- Serve as the Chief Executive of the Associated Students of Colorado State University and carry out all duties outlined in the ASCSU Constitution.
- Sign or veto all legislation passed by the Senate within the constitutionally required timeframe and maintain consistent communication with the Senate regarding legislative matters.
- Serve as the official Student Body representative to the CSU System Board of Governors. Attend all Board meetings, thoroughly review meeting materials in advance, and actively represent the interests of Colorado State University students. If attendance is not possible, designate a representative to attend and serve on behalf of ASCSU.
- Act as liaison to CSU faculty and administration, the Colorado State Legislature, the Governor’s Office, the United States Congress, and other governmental bodies.
- Review or create Job Descriptions for the Cabinet based on what you want to achieve and do during your administrations term. This will be made with the budget to ensure there is funding for the positions.
- Develop and present the proposed ASCSU budget for the upcoming fiscal year to the Student Fee Review Board (SFRB). Upon SFRB approval, work in collaboration with the ASCSU Accountant and the Senate Budget Appropriations Chair to prepare and introduce the budget bill for Senates final approval of Budget.
- Negotiate and serve as signatory for all ASCSU contractual agreements while maintaining transparency with the Senate through regular updates and formal presentations of signed contracts.
- Coordinate and supervise the work of the Executive Branch, ensuring accountability, productivity, and alignment with ASCSU’s priorities.
- Attend Colorado Student Government Coalition meetings and work to strengthen statewide partnerships among student governments.

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- Engage with Fort Collins City Council and broader community stakeholders to advance student and community initiatives.
- Work with the Office of the President and the Director of Governmental Affairs to ensure the Legislative Strategy Advisory Board meets regularly to advance student-centered policy priorities and legislative initiatives.
- Collaborate with the Chief of Staff to ensure accurate documentation of work hours and timely tracking of departmental initiatives through the designated time-tracking system and Notion.
- Pursue additional initiatives consistent with ASCSU's principles of Community if opportunity arises.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office and serve as an authorized account signer for financial approvals.
- Work with Speaker of the Senate to review the ASCSU Constitution and ensure procedures are reflected in the Constitution before the Fall Semester.
- Continue improving timelines for the transfer of power and enhance structures that support the Incoming President.
- Pursue additional opportunities that align with the core values of radical inclusion, transparency, and stewardship.

Summer Responsibilities:

- Coordinate monthly meetings between ASCSU Branch leaders and key CSU administrators, including the President and senior leadership, to advance shared governance, ensure public access to meeting materials, and provide students with a clear process to submit concerns and agenda items for discussion.
- Student University Administration Series: Plan and schedule a bi-monthly meeting chaired by the Director of Student Voice & Belonging, including senior leadership (Vice President for Inclusive Excellence, Director of Presidential and Administrative Communications, Vice President for Student Affairs, Provost & Executive Vice President, and Chief of Staff for Students) to discuss student issues and concerns.
- Be updated by the Associate Chief of Staff of how they are reviewing and enhancing the Executive Branch Internship Program by identifying and implementing diverse internship opportunities aligned with student interests and professional skill development that they can choose.

Work with the President, Vice President, Speaker of the Senate and Chief Justice in the planning of the ASCSU Fall Retreat.

- Work with the Chief of Staff to ensure all systems of accountability are set up before the start of the fall semester.

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- Negotiate a contract with a Lobbyist with the Director of Governmental Affairs as well as our contract with our Readership.

Project Management:

- Ensure projects are getting maintained and finished with the help of the Chief of Staff.
- Help support the planning of the fall retreat in making sure everything goes smoothly and is organized.
- Support and start the planning of the Thrift Store initiative.
- Carry out a Student Concert Series and Student Administration Series with the support of certain Departments.

Collaboration:

- Work with all three branches, CSU administration, CSU Faculty & Staff, and other Student Governments.

Listen and work with students to ensure they are part of processes and connect with students.

Job Title: Vice President

Department: Office Of the President

Compensation (Paid out in equal stipend):

- Summer: 3,100
- Fall/Spring: 11,085

Start Time:

- Start time for Fall: Work begins on June 1st, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Summer: 10-15 hours.
- Fall/Spring: 15-20 hours.

Job Description:

The ASCSU Vice President serves as the primary partner to the President, supporting the effective operation of the Office of the President and assisting with executive decision-making. This position leads and oversees the CSU Student Fee Review Board (SFRB), manages its processes, and provides regular reports to the Senate. The Vice President represents ASCSU and CSU students in meetings as delegated by the President, helps maintain the organization and operations of the Executive Office, and oversees the Student Discounts and Benefits webpage. This role requires strong organizational, managerial, and communication skills, as well as a working knowledge of student fee policies and ASCSU operations.

General Eligibility:

All applicants for the position of Vice President shall be students enrolled in at least one on campus credit at Colorado State University and that are in good standing with ASCSU and

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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.

Basic Qualifications:

- Demonstrated ability and genuine desire to represent and advocate for the students of Colorado State University.
- Strong interest in serving as an active and accountable representative for the student body.
- Supervision or leadership experience.
- General knowledge of managerial and organizational skills.
- Understanding ASCSU processes and governance structure, or a demonstrated willingness to proactively learn and understand how student government operates.
- Ability to conduct oneself professionally when representing ASCSU on and off campus.
- Ability to work effectively in a team-based environment.
- Excellent interpersonal and communication skills.
- Ability to work independently, identify resources, and make informed decisions.

Supervisions:

- The ASCSU Vice President is directly accountable to the Students of Colorado State University specifically by the President, Judicial Branch, Legislative Branch and the oversight of the rest of ASCSU members.

General Responsibilities:

- Contribute a minimum of 10 hours per week during the summer and 20 hours during Fall/Spring term and work additional hours as needed to fulfill the responsibilities of the position.
- Attend weekly Cabinet meetings on Wednesdays from 5:00–6:00 p.m.
- Have weekly meetings the Office of the President, and bi-weekly meetings with the President, Chief of Staff and the advisor to have a clear communication within the Executive branch.
- Recruit members for SFRB, train them on student fee policies, and chair SFRB meetings.
- Do Reports to the Senate on the status of SFRB.
- Ensure SFRB membership reflects the diversity of the CSU student body.
- Serve as an account signer for financial document approvals.
- Delegate tasks as needed to Executive Branch members and meet with ASCSU members as necessary.
- Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource to support effective and efficient programs and projects with the Chief Of Staff
- Hold Executive Branch and SFRB members accountable to CSU and ASCSU diversity and inclusion initiatives and policies.
- Assist in compiling weekly ASCSU staff reports.
- Build and maintain relationships within ASCSU and with external partners.
- Serve as the official Legislative Correspondent to the ASCSU Senate.

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- Collaborate with the Department of Marketing to increase student engagement with information on student fee allocations and the benefits of fee-funded areas.
- Create and maintain a clear, codified SFRB application and review process that is transparent to the student body and aligned with organizational expectations.
- Accurately document work hours and completed tasks/projects using the time-tracking system selected by the Office of the President.
- Pursue additional opportunities that align with the core values of radical inclusion, transparency, and stewardship.

Project Management:

- Oversee, recruit, and have a strong SFRB that informs students on what is going on.
- Sustain and continue the Student Benefits Page and the transition to the Rocky Mountain Student Media Website.
- Help support the planning of the fall retreat in making sure everything goes smoothly and is organized.

Collaboration:

- Work with all three branches, CSU administration, CSU Faculty & Staff, and other Student Governments.
- Listen and work with students to ensure they are part of processes and connect with students.

Job Title: Chief of Staff

Department: Office of The President

Compensation (Paid out in equal stipend):

- Summer: 1,500.
- Fall/Spring: 9,860.

Start Time:

- This position will begin working on June 1st, 2026 & ends May 31st 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Summer: 5-10 hours per week.
- Fall/Spring: 20 hours per week.

Job Description:

The ASCSU Chief of Staff is responsible for leading the internal operations of the executive branch to meet the president's goals. The Chief of Staff will also act as a representative of the President and Vice President of ASCSU when asked. The chief of staff will be responsible for managing the officials within the executive branch, ensuring a positive and professional organizational culture. The Chief of Staff will serve as the primary liaison to all Executive departments. The Chief of Staff shall also be held accountable for ensuring that materials and correspondence of the Executive Branch are accessible & transparent to all members of the community, namely for constituents in need of physical and digital accommodations

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(accommodations include, but are not limited to, navigation panes on ASCSU documents, closed captioning on video material, image descriptions on static media content, and screen reader capabilities on ASCSU webpages, etc).

General Eligibility:

All applicants for the position of Chief of Staff shall be students enrolled in at least one on campus credit 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.

Basic Qualifications:

- Demonstrates experience overseeing large teams and organizing meetings.
- Has experience with project management tools; familiarity with Notion is a plus.
- Has experience planning events and facilitating team-building activities.
- Is able to carry out difficult conversations related to accountability.
- Demonstrates strong conflict resolution and mediation skills.
- Builds and maintains strong relationships across diverse groups.
- Ability and interest to represent students of Colorado State University.
- Supervision experience amongst large groups.
- General knowledge of managerial skills.
- Ability to work in a team-based environment.
- Possesses strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Willingness to expand on one's cultural expediency.

Supervisions:

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

General Responsibilities:

- Primary point of accountability for Executive Branch operations on behalf of the President.
- Assists in the hiring of the Executive Cabinet.
- 10 in office hours.
- Plan the ASCSU Fall Retreat in the summer for all three branches. This will take place the first weekend back from school (weekend after syllabus week).
- Attend SLiCE P-Card training.
- Attend other mandatory training and potentially host/lead trainings.
- Plan and chair the weekly cabinet meetings with the Associate Chief of Staff. (Wednesdays from 5-6pm)
- Work to promote the mission of ASCSU being a steward of the ASCSU student fee both internally and externally.
- Support the Executive Office in managing resources and advancing ASCSU's economic and policy priorities.

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- Advocate for inclusion and equitable practices under the direction of the President, working to reduce barriers and expand access for marginalized and underrepresented communities.
- Amplify underrepresented voices by promoting diverse leadership, challenging bias, and contributing to inclusive organizational policies.
- Engage in ongoing self-education and growth to strengthen inclusive and informed leadership.
- Represent ASCSU professionally and responsibly in all campus and external engagements.
- Ensure Cabinet Directors fulfill 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.
- Carefully document work hours and accomplished projects/tasks using a time-tracking system which will be selected and enforced by the Office of the President.
- Pursue any additional opportunities that are consistent with the three core values of radical inclusion, transparency, and stewardship.
- Respond to all correspondence no later than three business days.
- Maintain a work area that is professional & collaborative to build a space of community.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist the President in diversity and inclusion efforts and implement necessary measures that promote diversity and inclusion within both ASCSU and the University as a whole. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending CRC events as well as encouraging other ASCSU officials to attend said events.
- Attend Senate sessions at least once a month & serve as a liaison to the Legislative Branch.
- Work with the Associate Chief of Staff to meet with every Director and Associate Director every two weeks.
- Assure the implementation of physical and digital accessibility standards.

Project Management:

- Oversee ASCSU Student benefits Page and continue partnerships to expand student discounts.
- Continue to build out Notion to provide accountability and efficient workflow.
- Plan the fall retreat with President, Speaker of the Senate and Chief Justice. Work with them to provide different training for all 3 three branches.
- Oversee all Director and Associate Directors & report back to President.

Collaboration:

- Work with OTP, Speaker of the Senate & Chief Justice

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- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Chief of Staff
Office of The President

Compensation (Paid out in equal stipend):

- Fall/Spring: 9,114.
- Summer: 1,000

Start Time:

- This position will begin working on June 1st, 2026 & ends May 31st 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Summer: 5 hours per week.
- Fall/Spring: 15-20 hours per week.

Job Description:

The ASCSU Associate Chief of Staff is responsible for supporting the Chief of Staff in a managerial and operational capacity to ensure the effective functioning of the Office of the President. The Associate Chief of Staff shall oversee the coordination and placement of student representatives on all university committees and boards that include designated student seats. This role includes maintaining accurate records of board/committee appointments, vacancies, and term timelines to promote transparency, accessibility, and meaningful shared governance. They will also oversee the student internship program to promote experience, mentorship, and opportunity for the student body to be a part of the Executive Cabinet. The Associate Chief of Staff must demonstrate strong organizational and managerial skills, adaptability in a fast-paced environment, and the ability to communicate professionally and effectively with university administrators, student representatives, and ASCSU leadership. This role plays a critical part in ensuring the student voice is represented consistently and strategically across campus governance structures.

General Eligibility:

All applicants for the position of Associate Chief of Staff shall be students enrolled in at least one on campus credit 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.

Basic Qualifications:

- Demonstrated experience overseeing large teams and organizing meetings.
- Experience with project management tools (Notion familiarity preferred).
- Experience planning events and facilitating team-building activities.
- Ability to carry out difficult accountability conversations with professionalism.
- Strong conflict resolution and mediation skills.

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- Ability to build and maintain strong relationships across diverse groups.
- Interest in and ability to represent the students of Colorado State University.
- Prior supervision experience and general knowledge of managerial practices.
- Ability to conduct oneself professionally when representing ASCSU on and off campus.
- Ability to work effectively in a team-based environment.
- Excellent interpersonal and communication skills.
- Ability to work independently, identify resources, make informed decisions, and delegate effectively.

Supervisions:

- The Associate Chief of Staff is directly accountable to the Students of Colorado State University via the President, Vice President, and the Chief of Staff.
- The Chief of Staff will serve as a direct support and guide to the Associate Chief of Staff.

General Responsibilities:

- Support the Chief of Staff in planning the ASCSU Fall Retreat for all three branches.
- Serve as a student representative on the Rocky Mountain Student Media Board and ensure attendance at all meetings.
- Help plan weekly cabinet meetings with the Chief of Staff & if necessary, help chair the meetings.
- 10 in office hours.
- Attend SLICE P-Card training.
- Attend other mandatory training.
- Serve as the primary leader and overseer for the departmental and rotational internship programs
- Accountable for the Committee/Board Excel spreadsheet and ensure that representation has been fulfilled.
- Host one open, one-hour town hall for students, senators, and constituents to share ideas, share events and share ASCSU updates per semester
- Attend weekly Cabinet meetings, complete monthly reports, and document all work hours through the approved time-tracking system for Cabinet.
- In charge of updating the Public Initiatives tracker as well as continuing Organizational Wellness Initiative.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices, strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Help support Chief of Staff during the fall retreat in making sure everything goes smoothly and organized.
- Assign Committees/Boards to Directors, outreach to all College Councils & the general Student Body to fill vacant spots as well as create a way to streamline communication and accountability for student voices.

Collaboration:

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- Work with the Director of Student Voice and Belonging on outreach for representation on every committee/board to fill in an excel sheet.
- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Accessibility Coordinator

Department: Office of the President

Compensation (Paid out in equal stipend):

- Fall/Spring: 4,557

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 10-13 hours per week

Job Description:

The Accessibility Coordinator shall serve as a student advocate for accessibility, disability inclusion, and ADA compliance across the Colorado State University campus. The coordinator shall proactively engage with disabled students with disabilities to understand their lived experiences, academic and physical access needs, barriers encountered in campus spaces, programming, digital platforms, and other accessibility needs students bring up, and shall elevate those concerns within ASCSU and relevant university governance spaces. The Accessibility Coordinator shall collaborate across departments, including Facilities Managements and campus planning entities, to analyze buildings, university processes, and programmatic structures to identify areas requiring accessibility improvements.

General Eligibility:

All applicants for the position of Accessibility Coordinator shall be students enrolled in at least one on campus credit 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.

Basic Qualifications & Preferred Skills:

- Demonstrated interest or experience in accessibility, disability advocacy, or inclusive campus initiatives.
- Strong organizational and project management skills with the ability to maintain consistent follow-through.
- Ability to commit required weekly hours, attend Cabinet meetings, and participate in bi-weekly meetings with the Office of the President.
- Experience collaborating across departments, student organizations, and campus partners.

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- Strong written and verbal communication skills, including public speaking and presenting to boards or committees.
- Ability to engage in active listening and conduct outreach in a respectful, culturally responsive manner to students with disabilities.
- Experience working in team-based leadership environments and supporting or mentoring peers.
- Professionalism, accountability, and commitment to transparency in representing ASCSU.
- Ability to take initiative, problem-solve, and navigate complex campus systems independently.

Supervisions:

- The Accessibility Coordinator is directly accountable to the Students of Colorado State University via the President, Vice President, and the Chief of Staff.

General Responsibilities:

- Conduct structured outreach to disabled students with disabilities to assess access needs and barriers.
- Develop and distribute surveys to gather broader student body input regarding accessibility concerns, including physical, academic, and digital accessibility.
- Compile and analyze survey data to present findings to the Executive Cabinet and Office of the President.
- Collaborate with the Director of Governmental Affairs to review local and state legislation related to accessibility, disability rights, and ADA compliance.
- Assist in evaluating the potential impact of proposed legislation or policy changes on CSU students.
- Work with relevant university departments to analyze buildings and campus infrastructure to identify ADA compliance gaps or improvement opportunities.
- Advocate for transparency in accessibility audits and improvement timelines.
- Contribute a minimum of 5-10 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system

Project Management:

- Present or work with accessibility-related construction or improvements to the University Facility Fee Advisory Board (UFAB), Alternative Transportation Advisory Board (ATFAB), and University Technology Fee Advisory Board (UTFAB).
- Advocate for Accessibility related legislation

Collaboration:

- The Office of the President to ensure accessibility priorities are integrated across Executive initiatives.
- The Director of Governmental Affairs for legislative review and ADA-related policy analysis.
- University Facilities and Planning departments.
- Student disability advocacy groups and campus partners including Accessibility Caucus

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- Work with ASCSU Cabinet members to align programming with broader Executive priorities.
- Collaborating with other branches for cross collaboration.
- Collaborate with the Student Disability Center RamEvents Liasion to facilitate disability related programming for students.

Job Title: Director of Finance

Department: Finance

Compensation (Paid out in equal stipend throughout the year):

- Summer: 688
- Fall/Spring: 9,114

Start Time:

- This position will begin working on June 1st, 2026 & end May 31st, 2027
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Summer: 5 hours
- Fall/Spring: 15-20 hours

Job Description:

The ASCSU Director of Finance is responsible for providing guidance on issues pertaining to the oversight and maintenance of all financial matters of ASCSU. The Director of Finance shall serve as the primary liaison for all financial matters pertaining to ASCSU and shall ensure compliance with university financial policies and procedures. The Director of Finance shall chair the Board for Student Organization Funding (BSOF), and shall oversee the financial integrity and procedural compliance of that board. Additionally, the Director of Finance shall be responsible for ensuring that all Directors and Associate Directors are using allocated funds appropriately, adhering to approved budgets, and accurately tracking expenditures. The Director shall oversee financial documentation, monitor spending practices, and ensure that all Executive members follow proper reporting and reconciliation procedures. It is important that the Director of Finance is familiar with accounting principles, financial oversight, and general CSU financial policies.

General Eligibility:

All applicants for the Director of Finance shall be students enrolled in at least one (1) on-campus credit 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.

Preferred Skills:

- Understanding of finance and accounting procedures, including experience working with different financial systems.
- General knowledge of ASCSU operations and broader university issues.

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- Ability to work effectively in a team-based environment.
- Excellent interpersonal skills and strong oral and written communication skills.
- Ability to work independently, identify resources, and make informed decisions.
- Ability to attend weekly Cabinet meetings and bi-weekly meetings with the Office of the President.
- Ability to commit consistent weekly hours to outreach, collaboration, and project follow-through.
- Demonstrated experience overseeing large teams and organizing meetings.
- Experience with project management tools particularly the Quali Financial System.
- Experience planning events and facilitating team-building activities.
- Ability to carry out difficult accountability conversations with professionalism.
- Strong conflict resolution and mediation skills.
- Ability to build and maintain strong relationships across diverse groups.
- Ability and interest in representing the students of Colorado State University.
- Demonstrated supervision experience and general managerial skills.
- Willingness to grow and expand one's cultural competency.

Supervisions:

- The Director of Finance is directly accountable to the Students of Colorado State University via the Chief of Staff

General Responsibilities:

- Serve as the primary financial liaison and head ASCSU accountant in collaboration with the SLICE Office.
- Complete P-Card training and prepare all financial systems, bylaws, applications, and recruitment processes for BSOF and Travel Grants prior to the academic year.
- Chair the Board for Student Organization Funding (BSOF) and the Travel Grant Committee, ensuring fair, compliant, and representative funding processes.
- Recruit and train diverse BSOF members and advise student organizations on funding guidelines, co-sponsorships, and fiscal responsibility.
- Submit regular financial and balance reports to the ASCSU President and ensure accurate budget tracking across all Executive positions.
- Oversee expenditure compliance and ensure Directors and Associates are properly documenting and using allocated funds.
- Collaborate with RMSMC leadership, the Director of University Affairs, and other campus partners to increase financial transparency.
- Evaluate the financial feasibility of executive initiatives and maintain open communication with the Legislative Branch and Budgetary Affairs Committee.
- Contribute a minimum of 15-20 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices,

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strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Oversees and chairs the Board for Student Organization Funding (BSOF) and the Travel Grant Committee.
- Manages preparation and implementation of BSOF and Travel Grant processes, including recruitment, applications, and bylaw compliance.
- Oversees financial transparency initiatives, including reporting and webpage updates.
- Tracks executive expenditures and ensures accurate financial documentation through approved time-tracking systems.

Collaboration:

- Advises ASCSU Directors, Associates, and student organizations on fiscal responsibility and funding procedures.
- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Finance

Department: Finance

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 5-10 hours

Job Description:

The Associate Director of Finance serves as the primary support to the Director of Finance in overseeing the financial operations of ASCSU and the administration of the Board for Student Organization Funding (BSOF). This position assists with maintaining accurate financial records, supporting compliance with university financial policies, and ensuring the effective operation of BSOF. The Associate Director plays a key role in strengthening outreach to student organizations by promoting funding opportunities, supporting recruiting and retaining qualified BSOF members, and increasing awareness of the board's resources and processes. This role requires strong organizational skills, attention to detail, and an interest in financial stewardship and student organization support.

General Eligibility:

All applicants for the position of Associate Director of Finance shall be students enrolled in at least one on campus credit 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

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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.

Preferred skills:

- Basic understanding of financial procedures and budgeting.
- Experience in overseeing a budget and enforcing following regulations.
- General knowledge or willingness to learn ASCSU operations and university processes.
- Strong organizational, interpersonal, and communication skills.
- Ability to work collaboratively in a team environment and independently when needed.
- Experience with project management tools (e.g., Notion) is preferred.
- Interest in supporting student organizations and representing CSU students.
- Ability to build positive working relationships and maintain professionalism.
- Willingness to learn, take initiative, and grow in the role.

Supervisions:

- The Associate Director of Finance is directly accountable to the Students of Colorado State University via the Director of Finance and the Chief of Staff.

General Responsibilities:

- Serve as the primary support to the Director of Finance in carrying out departmental initiatives and financial operations.
- Assist with the administration and day-to-day operations of the Board for Student Organization Funding (BSOF).
- Support the review and organization of financial records, budget documentation, and funding materials.
- Assist in ensuring Executive Branch expenditures align with approved budgets and university financial policies.
- Lead outreach efforts to recruit, retain, and engage BSOF members while increasing awareness of funding opportunities among registered student organizations.
- Build relationships alongside student organizations and provide guidance on the BSOF funding process and available financial resources.
- Assist with training and onboarding of BSOF members to ensure consistency and understanding of board policies and procedures.
- Collaborate with the Director of Marketing & Communications to promote BSOF deadlines, workshops, and funding opportunities.
- Work with the director to ensure Quali Financial System is up to date and do what is needed.
- Contribute a minimum of 5-10 hours per week and 6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your respective Department.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Assist the Director in overseeing the Board for Student Organization Funding (BSOF) and the Travel Grant Committee.

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- Support the preparation and implementation of BSOF and Travel Grant processes, including member recruitment, application review, and bylaw compliance.
- Assist with financial transparency initiatives, including reporting, budget documentation, and webpage updates.
- Support the tracking of Executive Branch expenditures and maintain accurate financial records through the approved time-tracking and reporting systems.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.
-

Job Title: Director of Marketing & Communications

Department: Marketing & Digital Media

Compensation:

- Summer: 250
- Fall/Spring: 9,114

Start Time:

- This position will begin working on June 1st, 2026 & ends May 31st 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Summer: 3 hours.
- Fall/Spring: 15-20 hours

Job Description:

The ASCSU Director of Marketing is responsible for creating and maintaining an effective ASCSU brand and comprehensive media strategy that informs students about the purpose, functions, initiatives, and programs of the organization. The Director shall serve as the head of the Department of Marketing and oversee the maintenance and strategic development of digital platforms, and social media presence. They are responsible for supervising and coordinating all marketing and media activities in a strategic and leadership capacity with the Associate Director of Marketing & Communications. This includes overseeing the design, production, and distribution of ASCSU marketing merchandise and gear, as well as developing branded materials that reflect the organization's identity and values. Additionally, the Director shall collaborate with other ASCSU officials and departments to promote affiliated ASCSU Instagram accounts and communication channels, ensuring consistent messaging, cohesive branding, and expanded student outreach. It is essential that the Director of Marketing be knowledgeable in marketing and promotional concepts, social media strategy, branding practices, analytics, and web development, and demonstrate strong leadership and organizational oversight.

General Eligibility:

All applicants for the position of Director of Marketing & Digital Media shall be students enrolled in at least one on campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this

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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.

Preferred skills:

- Strong organizational and project management skills.
- Commitment to community-building and student-centered leadership.
- Ability and willingness to collaborate across departments and campus partners.
- Experience working in team-based leadership environments.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Strong written and verbal communication skills.
- Ability to take initiative, problem-solve, and work independently.
- Experience supervising, mentoring, or supporting peers.
- Commitment to transparency and accountability to the student body.

Basic Qualifications:

- Demonstrated experience in marketing, communications, branding, graphic design, public relations, or a related field.
- Prior experience managing social media accounts, content calendars, or digital campaigns.
- Experience designing or overseeing branded materials, including merchandise, logos, and promotional graphics.
- Familiarity with design platforms such as Adobe Creative Suite, Canva, or similar tools.
- Experience collaborating with media organizations, publications, or marketing teams (e.g., The Collegian, RMSMC, or similar entities).
- Understanding brand development and maintaining a consistent visual identity.
- Ability to manage multiple projects, deadlines, and marketing rollouts simultaneously.
- Strong written communication skills for press releases, captions, and official statements.
- Demonstrated leadership or team coordination experience, including supervising or guiding others.
- Ability to conduct oneself professionally and represent ASCSU effectively in interactions with campus media, external partners, and the broader student body.

Supervisions:

- The Director of Marketing and Communication is directly accountable to the Students of Colorado State University via the Chief of Staff

General Responsibilities:

- Develop and implement marketing, branding, and communication strategies that clearly represent ASCSU's mission, initiatives, and impact.
- Manage and maintain ASCSU's Instagram presence by creating informative, engaging, and timely posts about events, initiatives, and organizational updates.
- Ensure social media content remains clear, accessible, and student-centered.
- Design and oversee branded materials, including logos, merchandise, promotional graphics, and visual assets.

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- Coordinate and conduct official ASCSU headshot sessions at the beginning of the academic year and maintain updated photography for Executive and Legislative members.
- Utilize design and editing platforms (e.g., Adobe Creative Suite, Canva, Lightroom, or similar tools) to produce high-quality visual content.
- Collaborate with campus media organizations such as The Collegian and Rocky Mountain Student Media (RMSMC) to promote ASCSU initiatives.
- Draft captions, press materials, and informational content that effectively communicate ASCSU activities.
- Manage multiple marketing campaigns and deadlines simultaneously while maintaining brand consistency.
- Coordinate marketing efforts across ASCSU departments to ensure cohesive messaging.
- Represent ASCSU professionally in all media and public-facing communications.
- Contribute a minimum of 15-20 hours per week and 8 in person.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with Advisor and Chief of Staff.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Summer Responsibilities:

- Develop a system for marketing material to effectively communicate and be timely.
- Develop the ASCSU gear used throughout the school year.
- Finalize 3 dates that will work for Headshots that will be sent to other branches.
- Create stickers for Rams Against Hunger/Basic Needs, Rams Know their Rights, and overall ASCSU.
- Have a template ready for Spotlight of the Week for ASCSU officials when the semester starts.

Project Management:

- Lead the creation, refinement, and implementation of ASCSU branding materials, including logo development, visual identity standards, and brand consistency guidelines.
- Manage and execute the ASCSU Instagram strategy, including creating informative and engaging posts about ASCSU initiatives, events, deadlines, and campus impact.
- Organize and conduct official ASCSU headshot sessions at the beginning of the academic year and maintain updated visual assets for Executive and Legislative members.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Marketing & Communications

Department: Marketing and Communications

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Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 5-10 hours.

Job Description:

The Associate Director of Marketing and Communications is responsible for supporting the Director of Marketing and Communications in advancing ASCSU's communications, outreach, and branding efforts. This position assists in carrying out the department's strategic goals by helping create, coordinate, and execute marketing initiatives that increase student engagement and awareness of ASCSU programs, events, and services. The Associate Director serves as a collaborative partner to the Director, contributing to content creation, social media management, analytics, and promotional planning while ensuring consistency in ASCSU's messaging and visual identity.

General Eligibility:

All applicants for the position of Associate Director of marketing & Traditions shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Demonstrated experience in marketing, communications, branding, graphic design, public relations, or a related field.
- Prior experience managing social media accounts, content calendars, or digital campaigns.
- Experience designing or overseeing branded materials, including merchandise, logos, and promotional graphics.
- Familiarity with design platforms such as Adobe Creative Suite, Canva, or similar tools.
- Experience collaborating with media organizations, publications, or marketing teams (e.g., The Collegian, RMSMC, or similar entities).
- Understanding brand development and maintaining a consistent visual identity.
- Ability to assist multiple projects, deadlines, and marketing rollouts simultaneously.
- Strong written communication skills for press releases, captions, and official statements.
- Ability to conduct oneself professionally and represent ASCSU effectively in interactions with campus media, external partners, and the broader student body.

Supervisions:

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The Associate Director of Marketing and Communication is directly accountable to the Students of Colorado State University via the Director of Marketing & Communications and the Chief of Staff.

General Responsibilities:

- Serve as the primary support to the Director of Marketing and Communications in planning, coordinating, and executing departmental initiatives.
- Assist with managing content across ASCSU communication platforms while maintaining a consistent brand identity.
- Monitor social media analytics and engagement metrics to evaluate administrations' performance and recommend improvements.
- Support the development and implementation of marketing campaigns that promote ASCSU events, initiatives, and resources.
- Assist with photography, videography, graphic design, promotional materials, and merchandise for ASCSU programs and events.
- Help coordinate marketing requests and collaborate with ASCSU branches, Directors, and student organizations to increase student engagement and awareness.
- Contribute a minimum of 5-10 hours per week and 6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your Department.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Assist the Director in developing and maintaining an organized and timely marketing request system.
- Support the design, coordination, and distribution of ASCSU promotional merchandise and apparel.
- Assist in coordinating and scheduling annual ASCSU headshot sessions for Executive, Legislative, and Judicial officials.
- Support the creation of promotional materials, including stickers and other branded resources for ASCSU initiatives such as Rams Against Hunger, Basic Needs, Rams Know Your Rights, and other campus programs.
- Assist in developing and maintaining marketing templates, including recurring content such as the ASCSU Spotlight of the Week, to ensure consistency throughout the academic year.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Director of Traditions and Programing

Department: Traditions & Programing

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Compensation:

- Summer: \$688.
- Fall/Spring: \$9,114.

Start Time:

- This position will begin working on June 1st, 2026 & end May 13th.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Fall/Spring: 15-20 hours.
- Summer: 5 hours.

Job Description:

The ASCSU Director of Traditions & Programs is responsible for improving, organizing, and executing CSU traditions in order to enhance the overall student experience. This position shall plan and oversee key ASCSU events and signature initiatives throughout the academic year, including I-Ball, Feast of the Food Trucks, the Forever Green T-Shirt initiative, Student Tailgating, and the Student Concert Series (planned with the President). The Director shall play a leading role in coordinating ASCSU tailgates in collaboration with Athletics, ensuring events are inclusive, organized, and reflective of student interests. The Director of Traditions & Programs shall collaborate closely with the Alumni Association, CSU Events, Athletics, Donor Engagement, and FSL to strengthen participation and foster cross-campus partnerships. This includes working with sororities and fraternities to support engagement, increase attendance at tradition-based programming, and cultivate school spirit across the university community. It is important that the Director of Traditions & Programs is familiar with internal and external campus resources, program budgeting. This individual must demonstrate strong leadership and organizational skills, a commitment to outreach and belonging, and prior experience in event planning and program coordination.

General Eligibility:

All applicants for the Director of Traditions & Programing shall be students enrolled in at least one 1 on-campus credit 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.

Preferred Skills:

- Understanding event-related finance and accounting procedures, including basic budgeting for large-scale programs and traditions at CSU.
- General knowledge of ASCSU, CSU traditions, and broader university issues that impact campus culture and student engagement.
- Ability to conduct oneself in a professional manner while representing ASCSU and the Office of Traditions at events and meetings.
- Ability to work effectively in a team-based environment, demonstrating excellent interpersonal and strong oral and written communication skills.

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- Ability to work independently, identify resources, and make informed decisions to move projects and events forward.
- Demonstrated experience overseeing large teams and organizing meetings, with prior supervision experience and general managerial skills in an event or programming context.
- Experience with project management tools (Notion familiarity preferred) to coordinate timelines, logistics, and task delegation for traditions and large events.
- Experience planning events and facilitating team-building or spirit-building activities for diverse student groups.
- Ability to carry out difficult accountability conversations with professionalism, using strong conflict resolution and mediation skills when issues arise within planning teams or partner groups.
- Ability to build and maintain strong relationships across diverse groups, with a clear interest in and ability to represent the students of Colorado State University in all traditions-related efforts. finance and accounting procedures.

Supervisions:

- The Director of Traditions and Programming is directly accountable to the Students of Colorado State University via the Chief of Staff

General Responsibilities:

- Plan, coordinate, and execute large-scale ASCSU traditions and campus-wide programs, including home football tailgates, the Campus Leaders Series, I-Ball, Feast of the Food Trucks, the Forever Green T-Shirt initiative, the Student Concert Series, and other engagement events.
- Develop comprehensive event plans including timelines, logistics, risk management protocols, staffing plans, and contingency strategies.
- Identify, communicate, and negotiate with vendors, performers, sponsors, and campus service providers to ensure successful event execution.
- Coordinate venue reservations, permits, contracts, equipment rentals, catering, security, and technical needs in accordance with university policies with the help of the Director of Finance.
- Work closely with the Director of Finance to assist in budget planning, cost tracking, financial documentation, and ensuring fiscal responsibility for all programs.
- Monitor expenditures and ensure compliance with ASCSU and CSU financial procedures.
- Find innovative ways to celebrate CSU traditions both virtually and through new opportunities.
- Ensure CSU traditions and programs are accessible to all students and intentionally celebrate the diversity of the CSU community.
- Ensure all ASCSU-hosted events include accessibility planning and accommodation processes in collaboration with the Student Disability Center & Office of Equal Opportunity.

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- Serve as the primary ASCSU liaison to the CSU Alumni Network and meet bi-monthly with Alumni representatives to explore collaborative engagement opportunities.
- Organize one (1) ASCSU-sponsored, university-wide fundraising week each February benefiting a selected philanthropy, selected by the end of November and approved by the ASCSU President.
- Collaborate with Fraternity & Sorority Life, College Councils, RSOs, SDPS offices, Athletics, Alumni, and other campus partners to strengthen participation and community-building efforts.
- Assist the Deputy Director of Traditions & Programs in planning volunteer and community engagement opportunities.
- Work closely with the Associate Marketing & Digital Media Chief of Staff and CSU media stakeholders to amplify marketing and outreach.
- Contribute a minimum of 15-20 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices, strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Lead the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Forever Green Shirts initiative
- Student Tailgating program for home football games
- I-Ball
- Create a new food initiative
- Student Concert Series (planned in collaboration with the ASCSU President)

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Traditions

Department: Traditions

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 5-10 hours.

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Job Description:

The Associate Director of Traditions & Programs serves as the primary support to the Director of Traditions & Programs in planning, coordinating, and executing ASCSU traditions, programs, and campus-wide events. This position assists with the implementation of signature initiatives that strengthen school spirit, student engagement, and campus community while ensuring events are organized, inclusive, and reflective of student interests. The Associate Director works collaboratively with the Director to coordinate event logistics, outreach, marketing, and campus partnerships, while providing operational support before, during, and after programs. This role requires strong organizational and communication skills, the ability to work in a collaborative environment, and a commitment to enhancing the student's experience through meaningful traditions and programming.

General Eligibility:

All applicants for the position of Associate Director of Traditions shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Knowledge of ASCSU, CSU traditions, and student engagement.
- Experience planning events, programs, or campus initiatives.
- Basic knowledge of budgeting and financial procedures.
- Strong organizational, project management, and time management skills.
- Ability to work collaboratively in a team-based environment and independently when needed.
- Excellent interpersonal, written, and verbal communication skills.
- Experience supervising, mentoring, or coordinating teams and volunteers.
- Professionalism, accountability, and sound decision-making when representing ASCSU.
- Experience using project management tools (e.g., Notion) is preferred.
- Ability to build collaborative relationships and navigate conflicts with professionalism.

Supervisions:

- The Associate Director of Traditions is directly accountable to the Students of Colorado State University via the Director of Traditions and the Chief of Staff.

General Responsibilities:

- Serve as the primary support to the Director of Traditions & Programs in planning, coordinating, and executing ASCSU traditions, events, and signature initiatives.
- Assist with event logistics, including planning, vendor coordination, volunteer management, event setup, and day-of operations.
- Support the implementation of ASCSU traditions and programs, including I-Ball, Fof security event, the Forever Green T-Shirt initiative, Student Tailgates, and the Student Concert Series.

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- Collaborate with campus partners, including Athletics, the Alumni Association, CSU Events, Donor Engagement, FSL, and student organizations to strengthen participation and engagement.
- Assist with promotional efforts by working alongside the Director of Marketing & Communications to increase student awareness and attendance.
- Help maintain event timelines, budgets, inventories, and program documentation to support long-term sustainability.
- Contribute a minimum of 5-10 hours per week and 6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your respective Department.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Assist in the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Forever Green Shirts initiative
- Student Tailgating program for home football games
- I-Ball
- Create a new initiative with food
- Student Concert Series (planned in collaboration with the ASCSU President)

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Student Engagement & partnership

Department: Traditions

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 9,114.

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 5-10 hours

Job Description:

The Associate Director of Student Engagement & Partnerships serves as the primary support to the Director of Traditions & Programs by strengthening relationships between ASCSU and Colorado State University's Registered Student Organizations (RSOs), Club Sports, and the Cultural Resource Centers (CRCs). This position works to ensure student organizations are at the forefront of ASCSU traditions, signature events, and campus programming through intentional collaboration, outreach, and shared leadership. The Associate Director serves as ASCSU's

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primary liaison to SLiCE and student organizations, gathering feedback to improve the student organization experience, increasing awareness of RamLink and campus resources, and creating opportunities for organizations to participate in ASCSU initiatives. This position also collaborates closely with the Cultural Resource Centers to strengthen culturally responsive programming, increase student engagement, and build meaningful partnerships across campus.

General Eligibility:

All applicants for the position of Associate Director for Student Engagement & Partnership shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Strong organizational, interpersonal, and communication skills.
- Demonstrated interest in student engagement, campus traditions, or student organizations.
- Experience working with Registered Student Organizations, Club Sports, or campus programming is preferred.
- Ability to build collaborative relationships with students, campus departments, and community partners.
- Ability to work independently while supporting departmental initiatives.
- Professionalism when representing ASCSU and Colorado State University.
- General knowledge of RamLink, SLiCE, and student involvement opportunities is preferred.

Supervisions:

- The Associate Director for Student Engagement & Partnership is directly accountable to the Students of Colorado State University via the Director of Traditions and the Chief of Staff.

General Responsibilities:

- Serve as the primary support to the Director of Traditions & Programs in strengthening partnerships with student organizations and campus departments.
- Build and maintain relationships with Registered Student Organizations, Club Sports, Cultural Resource Centers (CRCs), and SLiCE to increase collaboration and student engagement.
- Ensure student organizations and Cultural Resource Centers are actively involved in ASCSU traditions, signature events, and campus programming.
- Collaborate with SLiCE to promote RamLink, gather feedback on the student organization experience, and identify opportunities to improve student engagement.
- Support outreach efforts that connect student organizations and campus partners with ASCSU resources, initiatives, and funding opportunities.
- Work with Club Sports leadership to strengthen partnerships and identify opportunities for increased collaboration and financial support.

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- Collect and communicate feedback from student organizations, Club Sports, and CRCs to strengthen ASCSU programming and partnerships.
- Contribute a minimum of 5-10 hours per week and 6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your respective Department.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Support student organization participation in ASCSU traditions and signature events.
- Coordinate educational workshops and partnership opportunities with Registered Student Organizations, Club Sports, SLiCE, and Cultural Resource Centers.
- Gather and communicate feedback on the student organization experience, including RamLink and campus engagement.
- Assist in initiatives that strengthen collaboration, leadership development, and student involvement across campus.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.
- Work with SLiCE, student organizations, CRC's, and Club Sports.

Job Title: Director of Environmental Affairs

Department: Environmental Affairs

Compensation:

- Fall/Spring: \$9,114

Start Time:

- This position will begin working on August 24th, 2026 & end May 13th.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Fall/Spring: 15-20 hours per week

Job Description:

The Director of Environmental Affairs is responsible for facilitating discussions, initiatives, and action plans that advance CSU's commitment to environmentalism and sustainability, with the long-term goal of carbon neutrality. The Director shall create awareness and educate the student body on environmental matters while promoting sustainable practices across ASCSU programming. This role includes ensuring compost bins are present at all ASCSU-hosted events, planning and executing key initiatives such as Earth Day programming and a Sustainability Roundtable and advancing projects such as the proposed campus thrift store concept. The Director shall also support ongoing sustainability efforts including the Generate Conscious initiative and campus soap refill programs. The Director of Environmental Affairs should

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demonstrate a strong commitment to environmentalism through prior involvement, academic focus, or career interest, and possess a working understanding of CSU's sustainability efforts.

General Eligibility:

All applicants for the Director of Environmental Affairs shall be students enrolled in at least one (1) on-campus credit 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.

Preferred Skills:

- Strong organizational and project management skills, with experience managing multiple sustainability-focused initiatives.
- Demonstrated commitment to environmental stewardship, community-building, and student-centered leadership.
- Ability to collaborate effectively with campus departments, student organizations, and sustainability partners.
- Experience working in team-based leadership environments, including supervising, mentoring, or supporting peers.
- Ability to represent ASCSU professionally on and off campus, with strong written and verbal communication skills for outreach and advocacy.
- Ability to take initiative, problem-solve, and work independently on environmental projects and campaigns.
- Involvement in environmental initiatives, sustainability efforts, or related campus or community organizations.
- Academic focus, coursework, or professional interest in environmental studies, sustainability, climate policy, or related fields.
- Basic understanding of CSU's sustainability practices, the STARS rating system, and the three pillars of sustainability (environmental, social, and economic).
- Experience planning or supporting sustainability-related events, educational programs, or awareness campaigns.
- Willingness to attend campus sustainability meetings, represent ASCSU in environmental discussions, and support CSU's long-term environmental and carbon neutrality goals.

Supervisions:

- The Director of Environmental Affairs is directly accountable to the Students of Colorado State University via the Chief of Staff.

General Responsibilities:

- Facilitate discussions and initiatives that advance CSU's environmental and sustainability goals, including long-term carbon neutrality efforts.
- Create educational opportunities and awareness campaigns to inform the student body about environmental issues and sustainable practices.
- Ensure compost bins are present and utilized at all ASCSU-hosted events.

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- Collaborate with campus sustainability offices, Facilities, student organizations, and academic departments to align efforts.
- Represent ASCSU in sustainability-related meetings and campus-wide environmental conversations.
- Promote sustainability practices that center environmental, social, and economic responsibility.
- Contribute a minimum of 15 hours per week, attend weekly Cabinet meetings and meetings with the Office of the President, complete weekly reports, and document all work hours through the approved time-tracking system.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices, strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Lead the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Earth Month.
- Sustainability Roundtable.
- Soap Refill Initiative.
- Generate Conscious Initiative.
- Lending Gown Library.
- Thrift Store

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Environmental Affairs

Department: Environmental Affairs

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 5-10 hours.

Job Description:

The Associate Director of Environmental Affairs serves as the primary support to the Director of Environmental Affairs in advancing sustainability initiatives, environmental education, and campus engagement. This position assists in planning, coordinating, and implementing environmental programs and events while supporting outreach efforts that promote

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sustainable practices throughout the CSU community. The Associate Director helps manage ongoing initiatives such as Earth Day programming, the Sustainability Roundtable, the Lending Gown Library, the proposed campus thrift store, Generate Conscious, campus soap refill programs, and other sustainability projects. This role requires strong organizational and communication skills, a collaborative mindset, and a demonstrated interest in environmental sustainability and student engagement.

General Eligibility:

All applicants for the position of Associate Director of Environmental Affairs shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Demonstrated interest in environmental sustainability and student engagement.
- Strong organizational, time management, and project coordination skills.
- Ability to work collaboratively in a team-based environment and support departmental initiatives.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to work independently, take initiative, and problem-solve when needed.
- Experience volunteering, participating in, or supporting sustainability initiatives, environmental organizations, or campus events is preferred.
- Basic understanding of CSU's sustainability efforts and a willingness to learn university sustainability policies and practices.
- Professionalism and commitment to representing ASCSU in a positive and collaborative manner through an Environmental lens.

Supervisions:

- The Associate Director of Environmental Affairs is directly accountable to the Students of Colorado State University via the Director of Environmental Affairs and the Chief of Staff.

General Responsibilities:

- Serve as the primary support to the Director of Environmental Affairs in planning and implementing departmental initiatives.
- Assist with coordinating environmental programs, educational campaigns, and sustainability-focused events.
- Support the operation and promotion of the Lending Gown Library, campus thrift initiatives, and other sustainability programs.
- Assist with planning and executing Earth Day programming, the Sustainability Roundtable, and additional environmental initiatives.
- Collaborate with campus departments and student organizations to increase awareness of sustainability efforts and student participation.
- Assist with outreach, volunteer coordination, event logistics, and promotional efforts in partnership with the Director of Marketing & Communications.

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- Support research and implementation of new sustainability initiatives that advance CSU's environmental goals.
- Contribute a minimum of 5-10 hours per week and 6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your respective Department.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Assist in the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Earth Month.
- Sustainability Roundtable.
- Soap Refill Initiative.
- Generate Conscious Initiative.
- Lending Gown Library.
- Thrift Store.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Director Of Student Voice and Belonging

Department: Unified Success

Compensation:

- Fall/Spring: 9,114.

Start Time:

- This position will begin working on August 24th, 2026 & end May 13th.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Fall/Spring: 15-20 hours.

Job Description:

The ASCSU Director of Student Voice and Belonging is responsible for connecting the network of 35,000+ students. The ASCSU Director of Student Voice and Belonging are tasked with building relationships and communication channels between student organizations, Cultural Resource Centers, Fraternity and Sorority chapters, college councils, multifaith council, Sports Clubs and the numerous other communities that define Colorado State University. The Director of Student Voice and Belonging should be familiar with the structure of student organizations, effective strategies for student body engagement, event planning, the structure of the three branches of ASCSU, and programming/leadership resources at Colorado State University. The Director of Student Voice and Belonging will act as a volunteer coordinator to organize ASCSU officials to attend community and service events.

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General Eligibility:

All applicants for the position of Director of Student Voice & Belonging shall be students enrolled in at least one on campus credit 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.

Basic Qualifications:

- Strong organizational and project management skills, with the ability to manage multiple initiatives, relationships, and outreach efforts simultaneously.
- Demonstrated commitment to community-building, student-centered leadership, transparency, accountability, and fostering inclusive environments that amplify student voices.
- Experience in student organizations, campus programming, leadership roles, or community engagement initiatives.
- Ability and willingness to collaborate across departments, campus partners, and diverse student communities, including building partnerships and coordinating cross-organizational efforts.
- Familiarity with the structure of ASCSU, shared governance, and university administrative systems.
- Ability to communicate effectively and professionally with diverse student populations, campus stakeholders, and when representing ASCSU on and off campus.
- Experience working in team-based leadership environments, including supervising, mentoring, or supporting peers.
- Ability to take initiative, problem-solve, work independently, and maintain consistent communication and outreach channels.
- Willingness to attend community events, meetings, and engagement spaces across campus.

Supervisions:

- The Director of Student Voice and Belonging is directly accountable to the Students of Colorado State University via the Chief of Staff

General Responsibilities:

- Build and maintain intentional, structured communication channels between student organizations, Cultural Resource Centers (CRCs), Fraternity & Sorority Life (FSL), College Councils, the Multifaith Council, Sports Clubs and other campus communities to ensure consistent information sharing and collaboration.
- Develop systems (roundtables, shared calendars, or forums) that improve transparency and reduce duplication of efforts across student groups.
- Serve as the primary connector between ASCSU and student-led communities, working to reduce organizational silos and strengthen cross-campus relationships.
- Act as a volunteer coordinator by organizing and tracking ASCSU officials' participation in community events, service initiatives, and campus programs.

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- Identify gaps in engagement and proactively reach out to underrepresented or historically marginalized student communities to ensure equitable access to ASCSU resources.
- Promote accessible engagement opportunities that consider timing, location, cost, and accommodation needs to remove barriers to participation.
- Work to ensure diverse representation in ASCSU-supported initiatives and encourage meaningful collaboration across identities, colleges, and affinity groups.
- Contribute a minimum of 15-20 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices, strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Develop and implement joint organization funding or partnership initiatives that encourage collaboration between student organizations and ASCSU.
- Create new engagement initiatives by partnering with student organizations, CRCs, FSL, College Councils, Sports Clubs and other campus stakeholders.
- Design and manage systems for building sustainable communication channels between ASCSU and campus communities.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Academic Success & Support

Department: Unified Success

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 5-10 hours.

Job Description:

The Associate Director of Academic Success & Support serves as the primary support for academic success initiatives that improve access to educational resources and reduce barriers to student achievement. This position collaborates with campus departments to increase awareness of academic support services, including Open Educational Resources (OER), free Blue Book exam books available through CSU Libraries, tutoring services, Supplemental Instruction,

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and other student success resources. The Associate Director works to educate students on available academic tools, gather feedback on student academic needs, and develop partnerships that strengthen student success across campus. This role requires a commitment to accessibility, affordability, and ensuring every student has the resources needed to succeed academically.

General Eligibility:

All applicants for the position of Associate Director of Academic Success & Support shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Demonstrated interest in student success, academic support, or higher education.
- Strong organizational, communication, and interpersonal skills.
- Ability to collaborate with campus departments and student organizations.
- Experience with outreach, event planning, or student engagement is preferred.
- Ability to work independently while supporting departmental initiatives.
- Commitment to accessibility, affordability, and student-centered support.
- General knowledge of CSU academic resources is preferred.

Supervisions:

- The Associate Director of Academic Success & Support is directly accountable to the Students of Colorado State University via the Director of Student Voice & Belonging and the Chief of Staff.

General Responsibilities:

- Support academic success initiatives that improve student access to educational resources.
- Promote Open Educational Resources (OER) and collaborate with campus partners to increase awareness of affordable course materials.
- Increase awareness of free academic resources, including Blue Books available through CSU Libraries, tutoring services, Supplemental Instruction, the Writing Center, and other student support programs.
- Build partnerships with CSU Libraries, The Institute for Learning and Teaching (TILT), Academic Advancement Center, and other campus offices to strengthen academic support initiatives.
- Gather student feedback regarding academic support resources and identify opportunities to improve awareness and accessibility.
- Work to provide clear expectations and guidelines of AI use for students.
- Collaborate with the Director of Marketing & Communications to promote academic success resources and educational campaigns.
- Contribute a minimum of 5-10 hours per week and 6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your respective Department.

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- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Develop outreach campaigns highlighting free and low-cost academic resources available to CSU students.
- Partner with CSU Libraries and campus departments to increase awareness of Blue Books, OER, tutoring, and other academic support services.
- Coordinate educational workshops or resource fairs focused on academic success strategies and student support services.
- Collect student feedback to identify barriers to academic success and recommend improvements to campus resources.

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Director Of Governmental Affairs

Department: Governmental Affairs

Compensation:

- Summer: 688.
- Fall/Spring: 9,114.

Start Time:

- This position will begin working on June 1st, 2026 & end May 13th.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Summer: 5 hours.
- Fall/Spring: 15-20 hours.

Job Description:

The ASCSU Director of Governmental Affairs is responsible for advancing student interests through policy advocacy at the local, state, and federal levels. This position requires a strong understanding of public policy processes, a demonstrated interest in local and state legislation, and a commitment to representing the needs of Colorado State University students in governmental spaces. The Director of Governmental Affairs shall monitor and analyze legislation impacting higher education, housing, accessibility, student funding, and other issues affecting the student body. The Director shall work to ensure that governmental advocacy efforts are centered on supporting student needs and removing systemic barriers that impact access, affordability, and equity. This role includes actively promoting civic engagement among students by creating educational opportunities, facilitating dialogue on public policy issues, and encouraging informed participation in democratic processes. The Director shall collaborate with student governments across Colorado and nationally to build coalitions and strengthen student advocacy efforts. The Director shall work closely with the Accessibility Coordinator & Associate

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Director of Governmental Affairs to review and support ADA-related policy initiatives and accessibility legislation. Additionally, the Director will coordinate advocacy efforts surrounding housing barriers and affordability, including collaborating with a registered lobbyist to support student-centered housing legislation. The Director of Governmental Affairs shall plan and execute key civic engagement initiatives, including Evening with the Elected and Day at the Capitol, ensuring students have meaningful opportunities to engage with policymakers and understand the legislative process.

General Eligibility:

All applicants for the position of Director of Governmental Affairs shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Strong organizational and project management skills.
- Commitment to community-building and student-centered leadership.
- Ability and willingness to collaborate across departments and campus partners.
- Experience working in team-based leadership environments.
- Conduct oneself in a professional manner when representing ASCSU on and off-campus.
- Strong written and verbal communication skills.
- Ability to take initiative, problem-solve, and work independently.
- Experience supervising, mentoring, or supporting peers.
- Commitment to transparency and accountability to the student body.

Basic Qualifications:

- Demonstrated interest or experience in public policy, political science, government, advocacy, or related fields.
- Familiarity with local, state, and federal legislative processes.
- Understanding higher education policy and issues impacting students, including housing and accessibility.
- Experience in civic engagement, advocacy work, or student government involvement.
- Strong written and verbal communication skills for policy briefings and stakeholder engagement.
- Ability to analyze legislation and communicate its impact clearly to students.
- Willingness to collaborate with student governments, administrators, and external partners.
- Commitment to advancing equity, inclusion, and transparency through policy work.

Supervisions:

- The Director of Governmental Affairs is directly accountable to the Students of Colorado State University via the Chief of Staff

General Responsibilities:

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- Monitor and analyze legislation affecting CSU students at the local, state, and federal levels.
- Advocate for student-centered policies that address housing barriers, affordability, accessibility, and educational equity.
- Promote civic engagement by educating students on legislative processes and encouraging informed participation.
- Collaborate with student governments within Colorado and nationally to build coalitions and strengthen advocacy efforts.
- Work closely with the Accessibility Coordinator to review and support ADA-related policy initiatives.
- Provide regular legislative updates to the Office of the President, Cabinet, and Senate.
- Attend weekly Cabinet meetings and document work through the approved reporting system.
- Represent ASCSU professionally in meetings with elected officials, administrators, and advocacy partners.
- Contribute a minimum of 15-20 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices, strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Lead the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Evening with the Elected:
- Day at the Capitol
- Civic Engagement Initiatives:

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Associate Director of Governmental Affairs

Department: Governmental Affairs

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

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- Fall/Spring: 5-10 hours.

Job Description:

The Associate Director of Governmental Affairs serves as the primary support to the Director of Governmental Affairs in advancing student advocacy and legislative engagement at the local, state, and federal levels. This position assists in monitoring legislation affecting Colorado State University students, conducting policy research, and maintaining relationships with elected officials, legislative staff, student governments, and community partners across Colorado. The Associate Director works collaboratively with the Director to strengthen ASCSU's governmental advocacy efforts, coordinate civic engagement initiatives, and ensure student voices are represented in policy discussions. This role requires strong organizational, communication, and relationship-building skills, as well as a demonstrated interest in public policy, government, and student advocacy.

General Eligibility:

All applicants for the position of Associate Director of Governmental Affairs shall be students enrolled in at least one on campus credit 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.

Preferred skills:

- Demonstrated interest or experience in public policy, political science, government, advocacy, or related fields.
- Familiarity with local, state, and federal legislative processes.
- Understanding of higher education policy and issues impacting students, including housing and accessibility.
- Experience in civic engagement, advocacy work, or student government involvement.
- Strong written and verbal communication skills for policy briefings and stakeholder engagement.
- Ability to analyze legislation and communicate its impact clearly to students.
- Willingness to collaborate with student governments, administrators, and external partners.
- Commitment to advancing equity, inclusion, and transparency through policy work.

Supervisions:

- The Associate Director of Governmental Affairs is directly accountable to the Students of Colorado State University via the Director of Governmental Affairs and the Chief of Staff.

General Responsibilities:

- Serve as the primary support to the Director of Governmental Affairs in carrying out departmental initiatives and advocacy efforts.
- Monitor and research local, state, and federal legislation affecting higher education and CSU students, providing regular updates and policy summaries.
- Build and maintain relationships with elected officials, legislative staff, student governments, and community organizations throughout Colorado.

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- Assist in coordinating meetings with policymakers and supporting ASCSU's legislative priorities.
- Support the planning and execution of civic engagement initiatives, including Evening with the Elected, Day at the Capitol, voter engagement efforts, and other advocacy programming.
- Assist in coordinating outreach with the Accessibility Coordinator on accessibility- and ADA-related policy initiatives, as well as housing affordability and other student-centered legislative priorities.
- Maintain legislative tracking documents, policy resources, and advocacy materials to support the department's work.
- Collaborate with the Director and Office of the President to advance student-centered legislative priorities and strengthen statewide partnerships.
- Contribute a minimum of 5 hours per week and 3-6 in person hours.
- Attend weekly Cabinet meetings.
- Attend a weekly meeting with the Advisor and your respective Department.
- Complete monthly reports and document all work hours through the approved time-tracking system.

Project Management:

- Assist in the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Evening with the Elected
- Day at the Capitol
- Civic Engagement Initiatives

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.

Job Title: Director Of Basic Needs

Department: Basic Needs

Compensation (Paid out in equal stipend throughout the year):

- Fall/Spring: 9,114

Start Time:

- This position will begin working in September 2026 & end May 13th.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. labor day, MLK day, memorial day, etc.)

Hours:

- Fall/Spring: 15-20 hours

Job Description:

The ASCSU Director of Basic Needs is responsible for advancing student access to essential resources including food security, housing stability, financial wellness, and overall well-being. This position works in close partnership with Rams Against Hunger (RAH) to strengthen,

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expand, and sustain existing support systems while identifying innovative solutions to address unmet student needs. As well as taking initiative with the Body Project and getting workshops lined up. The Director must possess a grounded understanding of the structural and day-to-day challenges students face, including food insecurity, housing instability, financial stress, access to transportation, and balancing academic, work, and family responsibilities. This role requires a trauma-informed and equity-centered approach, recognizing that barriers to basic needs are often systemic and disproportionately impact marginalized students. The Director shall prioritize dignity, accessibility, and transparency by actively gathering student feedback and ensuring programming reflects real student experiences, with a focus on institutionalizing and sustaining systems that create long-term impact across campus.

General Eligibility:

All applicants for the position of Director of Basic needs shall be students enrolled in at least one on campus credit 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.

Basic Qualifications:

- Strong organizational and project management skills, including the ability to manage multi-layered initiatives and competing priorities.
- Demonstrated commitment to community-building, equity, accessibility, and student-centered leadership.
- Ability to collaborate effectively across departments, campus partners, and community organizations.
- Experience working in team-based leadership environments, including supervising, mentoring, or supporting peers.
- Ability to represent ASCSU in a professional manner on and off campus, with strong written and verbal communication skills.
- Ability to take initiative, problem-solve, and work independently while remaining accountable.
- Understanding the financial, food, housing, and wellness challenges students commonly face, including balancing academics, work, family responsibilities, and financial stress.
- Experience or involvement in food security, housing stability, public health, social services, or student advocacy initiatives, including familiarity with Rams Against Hunger and other CSU basic needs resources.
- Experience gathering and using student feedback through surveys, listening sessions, or community engagement.
- Ability to approach sensitive topics with empathy, discretion, and professionalism, and a clear commitment to reducing systemic barriers for students.

Supervisions:

- The Director of Basic Needs is directly accountable to the Students of Colorado State University via the Chief of Staff.

General Responsibilities:

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- Collaborate with Rams Against Hunger to support, expand, and sustain food security initiatives across campus.
- Plan, execute, and continue previously established ASCSU Basic Needs initiatives and events, ensuring long-term sustainability, growth, and measurable impact.
- Ensure continued development and visibility of Pocket Pantries, including creating and maintaining a clear, accessible campus-wide map of pocket pantry locations and other food resources.
- Advocate for improvements in food access, housing support, and emergency assistance based on student input and identified trends.
- Increase awareness of all basic needs resources through collaboration with the Director of Marketing and other ASCSU officials.
- Serve as a liaison between students and university offices addressing food insecurity, housing instability, and financial hardship.
- Maintain consistent communication with the Office of the President regarding program progress, student concerns, and identified systemic needs.
- Contribute a minimum of 15-20 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system.
- Office Hours Requirements will include 8 in office hours
- Uphold equity-centered, transparent, and student-focused practices in all programming and engagement efforts.
- Commitment to transparency and accountability to the student body.
- Continue and take initiative with the Body project to get workshops

Project Management:

- Lead the planning, coordination, execution, and post-event evaluation of the following direct ASCSU initiatives:
- Wellness Wonderland.
- Basic Needs Summit.
- Pocket Pantry Fulfillment & Mapping Initiative.
- Expand emergency housing options.
- Community Grocery & Resource Partnerships.
- Body Project Workshops

Collaboration:

- Work with ASCSU Cabinet members to align programming with broader Executive priorities.
- Work and collaborate with the Basic Needs Fellowship.

Job Title: Co-Director of Graduate Affairs

Department: Grad Affairs

Compensation (Paid out in equal stipend):

- Summer: 688

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- Fall/Spring: 4,612.56

Start Time:

- Start time for Fall: Work begins on August 10th, 2026 and ends on May 31, 2027.
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Fall/Spring: 10-15 hours

Job Description:

The ASCSU Director of Graduate Affairs serves as the primary liaison for graduate student representation and works to ensure graduate and professional student voices are reflected in university and ASCSU spaces. This position is responsible for identifying graduate student concerns, developing initiatives that support graduate student success and well-being, and advocating policies, programs, and resources that strengthen the graduate student experience. The Director should maintain an understanding of issues affecting graduate and professional students, including academic quality, campus climate, access to resources, and opportunities for engagement, while building strong relationships with graduate students and relevant university partners.

General Eligibility:

All applicants for the position of Chief of Staff shall be students enrolled in at least one on campus credit 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.

Basic Qualifications:

- Ability and interest in representing graduate and professional students at Colorado State University.
- General knowledge of issues affecting graduate students, higher education, and university processes.
- Strong written and verbal communication skills, with the ability to engage professionally with students, faculty, staff, and administrators.
- Ability to work independently, identify student concerns, and develop responsive initiatives and advocacy efforts.
- Ability to collaborate effectively in a team-based environment and build relationships across diverse graduate student communities.
- Experience planning programs, initiatives, outreach efforts, or events that support student engagement or student success.
- Strong organizational and project management skills, with the ability to manage multiple priorities and follow through on long-term goals.
- Commitment to equity, inclusion, and improving graduate student access, representation, and belonging.

Supervisions:

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- The Director of Graduate Affairs is directly accountable to the Students of Colorado State University via the Chief of Staff.

General Responsibilities:

- Serve as the primary liaison for graduate student representation within ASCSU and in collaboration with relevant university partners.
- Identify, elevate, and advocate for graduate student concerns related to academics, resources, campus climate, and student experience.
- Create, develop, and support initiatives that strengthen graduate student engagement, representation, and success.
- Build and maintain relationships with graduate students, graduate programs, the Graduate School, and other campus partners relevant to graduate affairs.
- Gather student feedback through outreach, meetings, listening sessions, or other engagement efforts to ensure graduate student perspectives are reflected in ASCSU work.
- Provide updates to the Office of the President and collaborate with Cabinet members on projects related to graduate student needs and priorities.
- Attend weekly Cabinet meetings, complete weekly reports, and contribute consistent weekly hours to outreach, collaboration, and project follow-through.
- Maintain professionalism, accountability, and transparency in all representation, advocacy, and programming efforts.
- Fulfill office hours requirements as assigned for Director-level positions.

Project Management:

- Lead the planning, coordination, execution, and follow-through of graduate student initiatives, outreach efforts, and programs that increase graduate student engagement and visibility within ASCSU.
- Develop initiatives that address graduate student concerns and create lasting improvements in graduate student support, connection, and representation.

Collaboration:

- Work with ASCSU Cabinet members to align graduate student advocacy and programming with broader Executive priorities.
- Collaborate with graduate student leaders, campus departments, and university administrators to strengthen graduate student representation and promote the needs of graduate and professional students.

THAT THIS LEGISLATION SHALL BE FORWARDED TO:

Amy Parsons, President of Colorado State University
Tony Frank, Chancellor of the Colorado State University System

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Lisa Youngblade, Interim Provost and Executive Vice President
Blanche Hughes, Vice President of Student Affairs
Kauline Cipriani, Vice President for Inclusive Excellence
Mike Ellis, Associate Vice President and Executive Director of Lory Student Center
Pamela Norris, Associate Executive Director Engagement and Talent Development
Ben Schrader, Director of the Adult Learner and Veteran Services, ASCSU Advisor
Julia Pratt, Assistant Director for Student Government of Student Leadership, Involvement and Community Engagement
Farah Shah, ASCSU/SLiCE Accountant for Student Leadership, Involvement and Community Engagement
Ali Raza, Assistant Director of Involvement for Student Leadership, Involvement and Community Engagement, ASCSU Advisor
Duan Ruff, Director of Student Leadership Involvement and Community Engagement
Elisa Randazzo, ASCSU Administrative Assistant
Warner College Council
Ag Council
College of Liberal Arts Representative Council
Natural Sciences College Council
College of Health and Human Sciences Dean’s Leadership Council
College of Veterinary Medicine and Biomedical Sciences College Council
College of Business Dean’s Student Leadership Council
Lisa Chandler, Assistant Director of Adult Learner and Veteran Services
Kathleen Fairfax, Vice Provost of International Affairs for Colorado State University
Chad Hoseth, Assistant Vice Provost of International Affairs for Colorado State University
Greg Wymer, Director of International Student Scholars and Services
Mary Ann Lucero, Executive Director of the Academic Advancement Center
Elizabeth Sink, Lead of Multifaith and Belief Initiatives
Gaurav Harshe, Interim Director of the Asian Pacific American Cultural Center

John Miller IV, Director, Black/African American Cultural Center
Aaron Escobedo Garmon, Director of El Centro
Maggie Hendrickson, Director of the Pride Resource Center
Tyrone Smith, Director of the Native American Cultural Center
Imani Lindberg, Interim Director of the Survivor Advocacy & Foundational Education Center
Justin Dove, Director of the Student Disability Center
Amy Taylor, Senior Director of the Accessibility Center

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INTRODUCTION DATE/SESSION:

ARCHIVE DATE:

**LEX 5607 – AMENDING THE JOB DESCRIPTIONS FOR ALL EXECUTIVE
POSITIONS 2026-2027**

COMMITTEE’S REVIEWED:

MONETARY? Y/N