



ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTIONS: 2011-2012

JOB DESCRIPTION: Director of University Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 14 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 20 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff and a weekly meeting with the Department of University Affairs, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the University Affairs Department throughout the year.
5. Coordinate the design and creation of a 'Student Fee Accountability Report' to be sent out to all students.
6. Coordinate the selection and placement of representatives to sit on various committees across the University that require student representation, both from ASCSU as well as at-large.
7. Work with the ASCSU Vice President and the Speaker Pro Tempore to increase retention of Senators.
8. Formulate a committee with the ASCSU Vice President and Presidents of each College Council to look at Senator retention, recruitment and accountability.
9. Work with the CSU President's Office to market and ensure students are knowledgeable about tuition and student fee changes anticipated for the next fiscal year.
10. Work with the Student Fee Review Board to assist with writing the Long Bill and educating students on what the effects of the Long Bill are on the student fee package.
11. Serve on a Faculty Council subcommittee to be assigned by the Director of Academics, in conjunction with the Chief of Staff.
12. Act as the chief representative of students to the University by serving on committees, task forces, boards, search committees, and other organized input processes as necessary.
13. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11, 2011.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.