



## ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTIONS: 2011-2012

**JOB DESCRIPTION:** Health Coordinator

**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 12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Sustainability and Health throughout the year.
5. Serve as a representative on the Student Health Advisory Board (SHAC) thru the CSU Health Network.
6. Work with the CSU Health Network to market health-related information and advocate programming to students.
7. Assist the Deputy Director of RamRide – Marketing and Education to increase awareness of responsible drinking.
8. 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.
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.



## ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

ERIC BERLINBERG & RACHEL ROBERSON

JOB DESCRIPTIONS: 2011-2012

**JOB DESCRIPTION:** Sustainability Coordinator

**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:**

9. Contribute a minimum of 12 hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
10. Attend weekly meetings with the Chief of Staff.
11. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
12. Work to promote and expand the Department of Sustainability and Health throughout the year.
13. Work with the Campus Bicycle Advisory Committee, Sustainability, Energy + Environmental Advisory Committee, RamCycle RA Program, and the Rocky Mountain Sustainable living Fair.
14. Coordinate all sustainability and 'green' efforts for ASCSU.
15. Work with various sustainability committees across campus to ensure sustainable practices are being upheld to University standards.
16. Work to market alternative forms of transportation to students.
17. Other duties as assigned and/or required.

**GENERAL ORGANIZATIONAL JOB DUTIES:**

12. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
13. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
14. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
15. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
16. 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.
17. 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.
18. 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.
19. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
20. 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.
21. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
22. 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.