

2019-2020 EXECUTIVE BRANCH CABINET MEMBER RESPONSIBILITIES

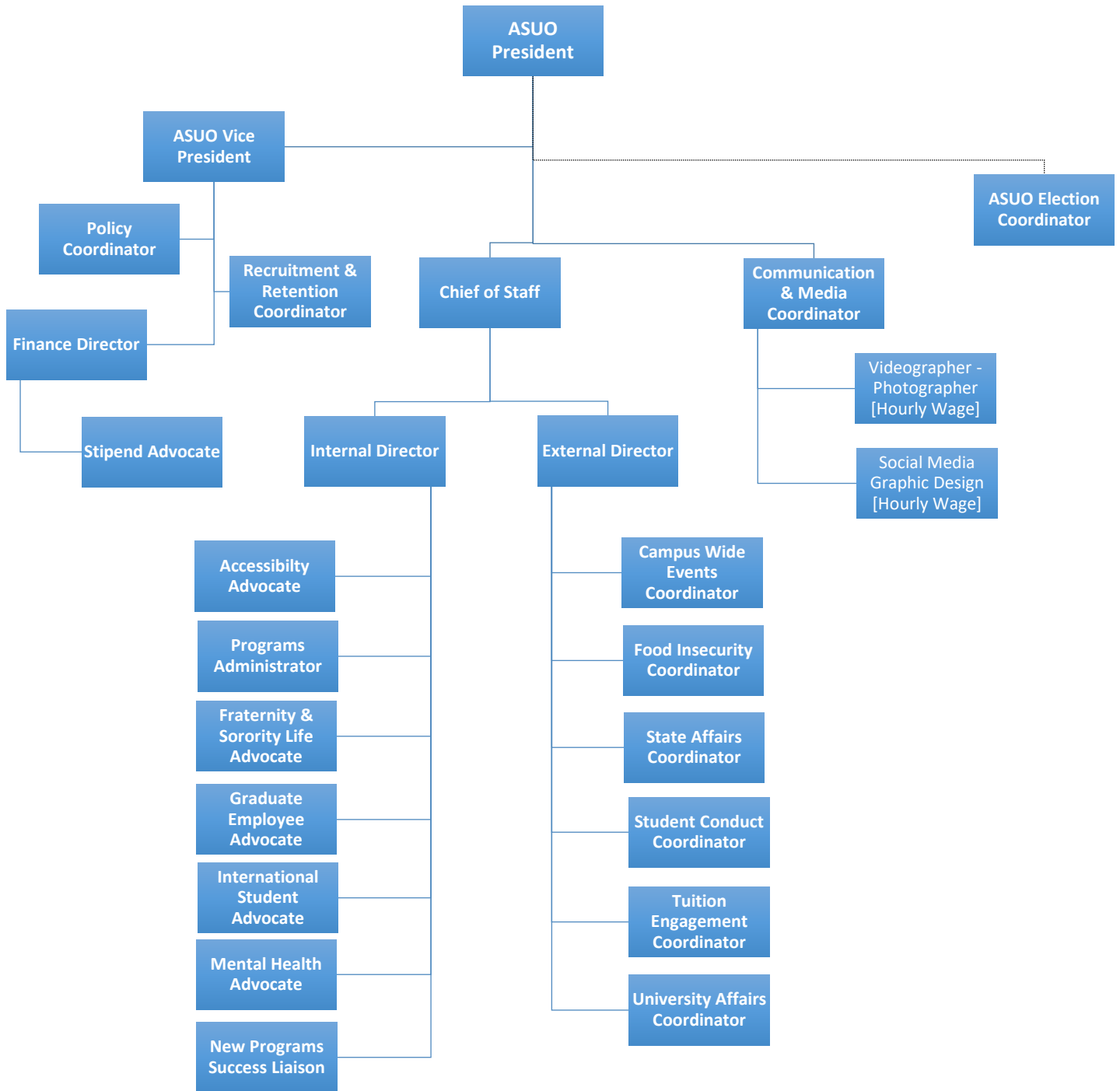
Sabina Pierre, ASUO President



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The ASUO Executive Cabinet Structure



Requirements of all Executive Cabinet Members

All Executive Cabinet Members shall:

1. Strive to fulfill the responsibilities of their position. Seek guidance and support as needed.
2. Uphold the ASUO mission.
3. Ensure their actions adhere to the ASUO Constitution and its bylaws and rules.
4. Participate in the ASUO Executive by attending all staff/program meetings, attending and participating in all member trainings, contributing toward all executive projects and campaigns, participating in evaluations, holding 3 weekly office hours, and responding timely to role email.
5. Assist and support the efforts of Cabinet Member teammates by attending at least two events, volunteering at each ASUO Street Faire, volunteering with the Vote OR Vote campaign, and responding to communication from teammates in a timely manner.
6. Mentor interns.
7. Attend assigned Executive committee/committee per ASUO President's request.
8. Attend and participate in staff retreats.
9. Positively represent ASUO and the Executive branch with ASUO Members by showing up on time and as scheduled, communicating if unplanned absences occur, following up on promises, and signing in during office hours.
10. Attend campus and community events as requested.
11. Failure to meet any and all requirements will result in immediate termination (but will be reviewed on a case by case basis).
12. Must attend Executive Retreat from 10/18/2019 to 10/20/2019.

Position-Specific Requirements of Executive Cabinet Members

ASUO Accessibility Advocate

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director.
- Meet with assigned Executive committee per ASUO President's request.
- Develop internal and external measures to engage members in ASUO Executive activity and/or encourage participation.
- Create talking points or issue guides in support of accessibility issues as it relates to ASUO Executive campaigns.
- Monitor policies that affect students with disabilities and advise the Executive on issues addressing this community.
- Liaise with the AccessABILITY Student Union and collaborate on events as necessary.
- Establish partnerships with stakeholders such as University Housing, Central Administration, and the Erb Memorial Union to advocate for improved accessibility.
- Sit on the University Planning Committee.
- Collaborate with DPS and the Accessible Education Center to improve the Access Shuttle services and general transportation accessibility on campus.
- The monthly stipend allocation associated with this role is \$180.
- This position shall serve a maximum of 8 months.

ASUO Campus Wide Events Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to the President.
- Meet with assigned Executive committee per ASUO President's request.
- Give a bi-monthly update at senate meetings.
- Adhere to all administrative responsibilities expected of ASUO Executive Cabinet members, including participation in staff meetings, attending office hours, and involvement in Cabinet endeavors.
- Develop internal and external measures to engage members in ASUO Executive activity and encourage participation.
- Organize and manage the logistics of the ASUO Street Faire which occurs in Fall and Spring Terms (dates pre-set). Take the lead role in preparing, executing, and following up on ASUO Street Faire-related activity. Work in conjunction with SGES Office Coordinator and Street Faire Administrative Coordinator. Coordinate communications with vendors, campus partners, and other units impacted by the Faire. Check in weekly with SGES Staff.
- Organize events sponsored by the ASUO Executive and work with the Communications Director to publicize them.
- Work with the Programs Administrators to coordinate, promote, aide in managing events during Latinx Heritage Month, Sexual Assault Awareness Month, Black History Month, and other cultural events as directed by supervisor. In addition to the responsibilities of the Street Faire which will be a time consuming task during the months of August, September, October, March, April, and May.
- Recruit and retain volunteers for the ASUO Street Faire and other events as requested by supervisor.
- Position to begin in summer 2019 and end on May 24, 2020.
- A \$220 monthly stipend is associated with this role.
- This position shall serve a maximum of 11 months.

ASUO Chief of Staff [Director-Level Position]

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to ASUO President and Vice President.
- Meet with assigned Executive committee per ASUO President's request.
- Maintain strong line of communication with ASUO President, reporting weekly on the progress of the Executive Team (team includes President, Vice Presidents, and directors).
- Serve as a senior policy adviser and strategist to the ASUO President and Vice President. Provide feedback to both President and Vice President on their relationships to the ASUO.
- Creating talking points and issue guides as necessary.
- Work with the Communication and Media Coordinator to foster effective communication between the student body and ASUO.
- Serve as a liaison for various communities to ensure the executive cabinet is knowledgeable and acts upon issues addressing student communities.
- Supervise and communicate on a weekly basis with the Recruitment and Retention Coordinator, Internal Director, and External Director in regard to Cabinet Members on Executive.
- Assist with the recruitment and hiring process for any vacant ASUO executive or appointed leadership roles.

- Participate in the ASUO Executive by attending staff/program meetings, mentoring interns, attending and participating in staff retreats (and other team bonding activities), contributing towards executive projects and campaigns, participating in evaluations, holding office hours and responding to email.
- The monthly stipend allocation associated with this role is \$350.
- This position shall serve a maximum of 11 months.

ASUO Communications and Media Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to President, VP, and Chief of Staff, in addition to reporting to the President's core team.
- Meet with assigned Executive committee per ASUO President's request.
- Must have an understanding within a few of the following: advertising, public relations, marketing, communications, social media marketing, project management, editing, web and digital media development, and organizational communication.
- Have some light graphic designing skills.
- Manages all external communications for the ASUO.
- Drafts press releases and periodic reports.
- Drafts constant social media posts to improve ASUO accessibility and transparency in addition to implementing the ASUO's social media strategy.
- Develop a monthly marketing plan.
- Monitor analytics and effectiveness of social media strategy and provide regular updates regarding progress.
- Monitor trends in social media tools, trends, and applications.
- Develop content, traffic, and brand awareness to be distributed across all ASUO social networks regarding real time activities of the ASUO. These social networking accounts include Facebook, Twitter, and Instagram.
- Actively promote student understanding of, and participation in the ASUO.
- Serve as the ASUO media relations coordinator.
- Develop and maintain excellent working relationship with the Media. Liaise on behalf of the Executive and its campaigns with the media. Serve as primary spokesperson of the Executive.
- Inform campus and local media concerning the ASUO events, news, decisions, and policy.
- Coordinate, develop, and maintain the ASUO's social media presence.
- Form a working relationship with the Videographer/Photographer in addition to anyone in the Journalism school that could provide support to this role that the core team will recommend.
- Form a working relationship with the University Communications department.
- Produce a regular newsletter/email. Write and disseminate press releases.
- Ensure that social networks remain a source of information regarding the news and activities of the ASUO as well as the UO, City of Eugene, and other agencies of relevance to students.
- Attend the ASUO weekly Executive staff meetings.
- Attend requested ASUO events/meetings.
- The monthly stipend allocation associated with this role is \$220.
- This position shall serve a maximum of 8 months.

ASUO Election Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Strive to uphold a transparent and unbiased Election Process. Exercise civility and respect in all matters of the Board.
- Examine matters using research and resources available to the Board and critically apply knowledge in order to make informed, fact-driven decisions.
- Coordinate the elections calendar and all internal communications of the Elections Board.
- Coordinate the marketing of ASUO Elections, campus-wide events related to the election, and all external elections communications to the UO student body.
- Liaise with the Division of Student Life regarding election activity; with the UO Registrar regarding use of Duck Web for student voting; with Constitution Court to ensure Elections Rules are crafted and enforced in accordance with ASUO Governance Documents; with other campus resources regarding election activity.
- Ensure all rules and regulations of the Election Process are clearly communicated to participants, campaign coordinators and other relevant parties.
- Promote an inclusive environment for the Election Process.
- The monthly stipend allocation associated with this role is \$200 (Coordinator) and \$150 (Members).
- This position shall serve a maximum of 7 months (Coordinator) and 5 months (Members).

ASUO External Director [Director-Level Position]

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to the Chief of Staff.
- Attend the CLC Meetings as well as events on behalf of ASUO.
- Meet with assigned Executive committee per ASUO President's request.
- Meet with the appropriate external departments.
- Work on outreach to external communities outside of UO.
- Communicate and give updates of various events or collaboration.
- Give weekly update at senate meetings alternating every other week with Internal Director.
- Work on potential external collaborations for ASUO.
- Propose and help plan at least 2 external events that build relationships with ASUO as needed.
- Work to build certain relationship with external groups/communities.
- Ensure that ASUO Executive are aware of external events.
- The monthly stipend allocation associated with this role is \$280.
- This position shall serve a maximum of 8 months.

ASUO Finance Director [Director-Level Position]

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to the Vice President.
- Represent the Executive Branch during the ASUO Budget Process. Attend hearings and meet with Committee Chairs to communicate the President's priorities.
- Meet with assigned Executive committee per ASUO President's request.
- Work with the President to create and distribute the Executive Budget Recommendation prior to deadline.

- Serve as a non-voting member of the ACFC and DFC Finance Committees. Attend hearings and participate in discussion. Bring information back to the ASUO President.
- Attend and participate in the fall finance training. Coordinate Executive Cabinet participation.
- Attend and participate in the February budget decision hearing. Coordinate Executive Cabinet participation.
- Report on Incidental-Fee budget related items at Executive meetings.
- Manage the Executive budget, ensuring expenditures are recorded accurately and timely. Serve as an authorized signer for the Executive.
- Manage the selection and distribution of Executive co-sponsorships, in concert with the priorities of the Executive branch.
- Work closely with SGES Assistant Director, Genevieve Beecher, on budget-process related financial matters and to liaise on issues with the Executive budget.
- Work with the Programs Administrator to provide student organization training on financial matters.
- The monthly stipend allocation associated with this role is \$275.
- This position shall serve a maximum of 8 months.

ASUO Food Insecurity Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to External Director.
- Meet with assigned Executive committee per ASUO President's request.
- Maintain communication with Core Executive Cabinet.
- Work with the Vice President on food pantry space, fundraising, food insecurity hearing, and all issues regarding the food insecurity on campus.
- Attend weekly meetings and update Executive Members regarding food insecurity issue.
- Attending meeting with admin and build the conversation between ASUO and off-campus food pantry.
- Help current food pantry with programming and initiatives.
- Work with communication director and president on ways to promote the food pantry.
- The monthly stipend allocation associated with this role is \$195.
- This position shall serve a maximum of 8 months.

ASUO Fraternity and Sorority Life Advocate

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director.
- Create talking points or issue guides in support of fraternity and sorority issues as it relates to ASUO Executive campaigns.
- Work to develop an outreach plan for FSL.
- Coordinate weekly meetings with IFC, and PHC members, and attend joint delegates and delegates meetings.
- Report to the Executive weekly about issues and requests that arise from the FSL community and FSL activity at the university level.
- Help run and organize meetings that showcase opportunities based on executive staff projects and priorities in addition to the opportunities provided by ASUO Student Organizations to students.
- Build coalitions and relationships with various chapters on different issues that face the University.

- Plan one FSL event with members of IFC, PHC, various chapters on campus, and at other nearby universities.
- Meet with assigned committee per ASUO President's request.
- The monthly stipend allocation associated with this role is \$180.
- This position shall serve a maximum of 8 months.

ASUO Graduate Employee Advocate

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director.
- Develop internal and external measures to engage members in ASUO Executive activity and/or encourage participation.
- Create talking points or issue guides in support of graduate student issues as they relate to ASUO Executive campaigns.
- Monitor policies that affect relevant communities and advise the ASUO Executive on issues addressing graduate student populations.
- Report to the Executive weekly about issues and requests that arise from graduate student communities, including issues that arise for GTFF members.
- Collaborate with graduate student groups, to provide resources and information for graduate students/groups. Meet bimonthly with a designee from the GTFF to ensure the ASUO executive is working on GE specific issues.
- Meet with assigned committee per ASUO President's request.
- The monthly stipend allocation associated with this role is \$180.
- This position shall serve a maximum of 8 months.

ASUO International Student Advocate

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director.
- Coordinate, organize, and facilitate monthly International Student Groups (ISG) meetings.
- Organize at least two collaborative events per year.
- Develop creative and personal ways to support the ISGs.
- Attend ISA coffee hours on a regular basis.
- Advise and support ISGs in ASUO processes:
 - Assist ISGs in preparing special requests;
 - Accompany ISGs to Student Senate for special request presentations, as needed;
 - Liaise between International Affairs and ISGs;
 - Assist ISGs in establishing media contacts.
- Monitor policies that affect international students; advise the Executive regarding these issues.
- Collaborate with ISGs to provide resources and information for international students/groups.
- Collaborate with the American English Institute (AEI).
- Meet with assigned committee per ASUO President's request.
- The monthly stipend allocation associated with this role is \$180.
- This position shall serve a maximum of 8 months.

ASUO Internal Director [Director-Level Position]

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Chief of Staff.
- Work on internal matters on campus.
- Communicate with the internal executive cabinet position.
- Give weekly update at senate meetings alternating every other week with External Director.
- Meet with the appropriate internal departments.
- Work on outreach to internal communities within UO.
- Communicate and give updates of various events or collaboration.
- Work on potential internal collaborations for ASUO.
- Work to build certain relationship with internal groups/communities.
- Ensure that ASUO are aware of internal events.
- Propose and help plan at least 2 internal events that build relationships with ASUO.
- Meet with assigned Executive committee per ASUO President's request.
- The monthly stipend allocation associated with this role is \$280.
- This position shall serve a maximum of 8 months.

ASUO Mental Health Advocate

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director.
- Meet with assigned Executive committee per ASUO President's request.
- Meet with assigned committee per ASUO President's request.
- Maintain and oversee The Commitment, Compassion & Camaraderie (CCC) Student Forum.
- Recruit volunteers to create and write blogs for the CCC as well as update mental health resources on the website.
- Liaise with University Counseling Center, Duck Nest, & UO Student Mental Health Advocates.
- Work with Communication and Media Coordinator to post content on social media to raise awareness around Mental Health.
- Remain in continuous contact with the various marginalized communities as well as other ASUO positions that liaise with marginalized communities to address their mental health needs and concerns
- Coordinate ASUO sponsored mental health centered events.
- Collaborate with the University Counseling Center on mental health events and offer ASUO help to bolster recognition of those events.
- Conduct Mental Health competency training for members of the ASUO Executive Branch during Fall Term.
- Collaborate with ASUO Executive Members who work with marginalized communities on the Mental Health competency training.
- Present either by yourself or with the other advocates.
- Create talking points or issue guides in support of mental health related issues that relate to mental health concerns on campus.
- Contact mental health advocates and groups at universities in close proximity to the University of Oregon to inquire about how they are addressing mental health concerns on their campuses.
- Check in with Multicultural Center (MCC) staff at least once a term to see how ASUO can make the MCC a more welcoming and mental health positive space.

- The monthly stipend allocation associated with this role is \$195.
- This position shall serve a maximum of 8 months.

ASUO Programs Administrator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director.
- Develop internal and external measures to engage members in ASUO Executive activity and/or encourage participation.
- Create talking points or issue guides in support of issues as they relate to ASUO Executive and recognized student program campaigns.
- Serve as Chair of the Executive Program Recognition Review Committee (EPRC).
- Coordinate EPRC activity – including new student organization recognition – and meetings, as outlined in EPRC Bylaws.
- In collaboration with SGES Assistant Director of Experiential Learning, coordinate Programs Council Meetings each term, which allow for collaboration, communication, and interaction between student organizations.
- Collaborate with the Programs Finance Committee, the SGES Assistant Director of Experiential Learning, and the ASUO Finance Office to support and train student organization leaders in ASUO budget, Programs Finance Committee, and Senate special request processes as well as other relevant topics.
- Monitor and liaise with the EMU Space Committee on issues that may impact ASUO Recognized Student Organizations with EMU offices.
- Identify program support needs and develop projects to address these areas through the resources of the ASUO Executive, the SGES Assistant Director of Experiential Learning, and the Leadership Academy.
- Serve as the Executive liaison to OrgSync-Engage, the primary communications system for student organizations. Promote OrgSync-Engage understanding and knowledge to Executive and student organizations.
- Collaborate with the Finance Director and Stipend Advocate to work on stipend model reform, representing the voice of ASUO Recognized Student Organizations and the Programs Council to ensure their input is taken in to consideration.
- Review EPRC Bylaws and work with ASUO President, SGES Assistant Director of Experiential Learning, and Programs Council to revise and update.
- Participate in the ASUO Executive by attending staff/program meetings, mentoring interns, attending and participating in staff retreats, contributing toward executive projects and campaigns, participating in evaluations, holding office hours and responding to email.
- Meet with assigned Executive committee per ASUO President’s request
- The monthly stipend allocation associated with this role is \$220.
- This position shall serve a maximum of 8 months.

ASUO New Programs Success Liaison

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Internal Director in addition to reporting to the President’s core team.
- Meet with assigned Executive committee per ASUO President’s request.

- In consultation with the President and representative of new academic program that the Liaison will support by, but not limited to, the following duties:
 - Coordinate student outreach for the program via ASUO student groups and organizations including informative events about the program and hosting faculty discussions with specific student groups.
 - Work with the program leadership in order to identify which student communities might be interested in the program.
 - Solicit and present student feedback to the program leadership.
 - When necessary, and along with program leadership, present to the larger UO community and University stakeholders on the program.
- The Liaison will ideally:
 - Work well with a wide-range of University stakeholders, including students, faculty, and officers of administration.
 - Have either a background in, or desire to learn more about the program’s scholarly work and place within the University.
- The monthly stipend allocation associated with this role is \$180.
- This position shall serve a maximum of 8 months.

ASUO Policy Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Vice President.
- Communicate with External Director.
- Maintain a strong line of communication with the Vice President, reporting weekly on the progress of the Policy related issues and campaigns.
- Meet with assigned Executive committee per ASUO President’s request.
- Coordinate, develop and lead various campaigns and task forces of the ASUO, creating talking points or issue guides as necessary.
- Assume special projects through initiative and through delegation by the Vice President to advance the Executive agenda.
- Be the lead person on policy related questions and issues that may occur at the university or state level; specifically, in regard to ASUO across all executive campaigns, finance committees, and senate.
- Work with the Communications Director to foster effective communication between the student body and ASUO.
- Work with all pertinent officers and bodies to review, update, and implement new policies, practices, and procedures within the purview of the ASUO Executive.
- Work closely with External Vice President in and staying up to date on any relevant federal affairs
- Will work/research policies per the ASUO President request.
- Some examples of policy issues might be related to issues like the food pantry, UO catering, wheelchair accessibility, and racism/Title IX.
- The monthly stipend allocation associated with this role is \$180.
- This position shall serve a maximum of 8 months.

ASUO Recruitment and Retention Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Vice President.
- Communicate with External Director.
- Meet with assigned Executive committee per ASUO President's request.
- Do outreach during IntroDUCKtion, Week of Welcome, and other events that focus on first-year students.
- Become completely familiar with the structure of ASUO.
- Work in coordination with communications director once an outreach plan is established for the school year.
- Find ways to be creative with the outreach plan.
- Be constantly up to date regarding available positions that need to be filled in order to increase awareness about them and find people who are passionate and or have experience and or potential to accomplish the work required of those positions.
- Recruit from a wide variety of campus events, classes, and tabling outside the EMU in order to reach every possible student who may be interested in ASUO.
- Collaborate with VP and OSA Coordinator in recruiting students for the internship class as well as and retaining them in positions of student leadership in ASUO or planning potential positions for the future.
- Stay up to date during the hiring process of positions.
- Work with external director to fill all student vacancies in university committees and within ASUO executive and legislative branches in a timely manner.
- Work with internal director and VP on two events a term for ASUO staff bonding for all branches and members.
- The monthly stipend allocation associated with this role is \$220.
- This position shall serve a maximum of 8 months.

ASUO State Affairs Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to External Director.
- Meet with assigned Executive committee per ASUO President's request.
- Develop internal and external measures to engage members in ASUO Executive activity and/or encourage participation.
- Create talking points or issue guides in support of state issues as they relate to ASUO Executive campaigns.
- Educate and organize students around statewide issues, specifically that of funding for higher education.
- Monitor and advise ASUO Executive on statewide policies that impact University of Oregon students.
- Work in coordination OSA Campus Organizer to organize the voter registration, education, and turnout drives in the Fall and Spring Terms.
- Facilitate lobbying opportunities in Salem as issues/opportunities arise.
- Provide a monthly update to ASUO Executive and Student Senate about state issues.
- Serve on the Oregon Student Association Board of Directors.
- Attend monthly board meetings in various locations across the state.

- Coordinate transportation and lodging for board members for monthly meetings.
- Attend all campus delegation meetings in advance of Board meetings; assist in scheduling and facilitating such meetings.
- Maintain regular communication with fellow board members and OSA staff in between meetings.
- The monthly stipend allocation associated with this role is \$250.
- This position shall serve a maximum of 8 months.

ASUO Stipend Advocate

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to Finance Director.
- Will work on communicating with various on campus organizations on the pros/cons of the stipend.
- Will work on updating/adjusting stipend model.
- Will work with Finance Director on financial matters.
- Reach out to the various departments/programs that use stipends.
- Keep Executive Cabinet updated in regard to the position.
- Have/provide finance workshops with Finance Director in regard to educating the student body.
- Help promote/plan events in regard to financial literacy to the student body with Finance Director.
- Work on research in regard to stipend and hourly pay at UO.
- Reach out and communicate with other universities in regard to stipend/hourly pay.
- Meet with assigned Executive committee per ASUO President's request.
- The monthly stipend allocation associated with this role is \$200.
- This position shall serve a maximum of 8 months.

ASUO Student Conduct Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to External Director.
- Meet with assigned Executive committee per ASUO President's request.
- Maintain regular communication with the Office of Student Code of Conduct.
- Maintain communication with Executive Core Cabinet.
- Work with the President on student panels policy, facilitating panels with the office, and all issues regarding the Student Code of Conduct.
- Attend and update the Executive during weekly meetings on Student Panel issues.
- Attending Student code of conduct committee meetings.
- Help contact students who are seated on panels via email and phone calls.
- Help schedule panels with the student code of conduct office.
- The monthly stipend allocation associated with this role is \$195.
- This position shall serve a maximum of 8 months.

ASUO Tuition Engagement Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to External Director.
- Meet with assigned Executive committee per ASUO President's request.

- Become completely familiar and informed regarding the tuition setting process both from the university level and the state level (therefore work with those positions respectively).
- Work with communications director on a social media campaign plan to keep the public informed regarding the tuition process and upcoming events where students can participate.
- Go to all TFAB and BOT meetings.
- Go to executive meetings of clubs to inform them of the current tuition engagement situation and get ideas and input from student leaders.
- Make a tuition engagement campaign plan with our communications director and executive plan.
- Plan two workshops per term.
- Plan three tuition forums per term.
- The monthly stipend allocation associated with this role is \$195.
- This position shall serve a maximum of 8 months.

ASUO University Affairs Coordinator

Principle Functions. In addition to the responsibilities required of all Executive Cabinet Members, the individual in this role will:

- Report to External Director.
- Meet with assigned Executive committee per ASUO President's request.
- Recruit, appoint, and train students from diverse backgrounds and campus communities for all positions on University committees to ensure student input.
- Maintain schedule of all University committee meetings, maintain contact information for all committee chairs, and monitor appointee participation and attendance at meetings.
- Monitor and report to ASUO Executive on relevant University policy changes.
- Attend University Senate meetings and report to ASUO Executive on relevant issues.
- Monitor and report to the Executive on issues of campus safety, including proposed changes to University Conduct Code.
- Review and monitor University policies pertaining to shared governance; report to the Executive on gaps and conflicts in University shared governance policy.
- Monitor, review, and report to the ASUO Executive on any proposed tuition and fee changes for 2019-2020 with the State Affairs Commissioner.
- Liaise with Tuition and Fee Committee.
- Identify University level resources for information and analysis on tuition and fees.
- Identify and coordinate strategic recruitment opportunities that arise in relation to University committees/decisions/agendas.
- Plan and run ASPAC meetings; coordinate with administration to set dates and times, coordinate with student members to schedule preparation and debrief meetings, set agendas, and conduct any relevant follow-ups after meetings.
- Participate in the ASUO Executive by attending staff/program meetings, mentoring interns, attending and participating in staff retreats, contributing toward executive projects and campaigns, participating in evaluations, holding office hours and responding to email.
- The monthly stipend allocation associated with this role is \$195.
- This position shall serve a maximum of 8 months.

ASUO Videographer/Photographer – HOURLY WAGE/NON STIPEND POSITION

Principle Functions:

- Report to Communication and Media Coordinator.
- Meet with assigned Executive committee per ASUO President's request.

- This position will be hired in accordance with University hiring process.
- The wage associated with this position will be outlined in the position description.
- This position will fulfill the duties outlined in the position description.

ASUO Social Media Graphic Designer – HOURLY WAGE/NON STIPEND POSITION

Principle Functions:

- Report to Communication and Media Coordinator.
- Meet with assigned Executive committee per ASUO President’s request.
- This position will be hired in accordance with University hiring process.
- The wage associated with this position will be outlined in the position description.
- This position will fulfill the duties outlined in the position description.