CU Student Government International Students Liaison

I. Employment Conditions:
   a. CU Student Government fee-paying student during all times of employment
   b. Hired by CU Student Government Executives
   c. Ratified by CU Student Government Legislative Council

II. Job Responsibilities:
   a. Act as CU Student Government’s liaison to International Students:
      i. Work to advocate on behalf of international students to CU Student Government
      ii. Work closely with the Office of International Students and Scholar Services (ISSS) to explore and identity international student needs and to deliver programs to the community (International Student Welcome Meeting, International Coffee Hour, etc.)
      iii. Meet with all relevant committees and organizations including but not limited to the international student task force, academics, Student affairs, resource centers, and housing.
      iv. Facilitate the collaboration of CU Student Government and the international student organizations on events, programs, and initiatives
      v. Work with the Director of Public Relations to disperse information about CU Student Government events and programs to international students
   b. Maintain weekly office hours.
   c. Attend campus events representing CU Student Government.
   d. Attend all meetings including but not limited to:
      i. Department of Diversity and Inclusion meetings
      ii. Staff meetings

III. Qualifications:
   a. A passion and desire to serve fellow students
   b. Exceptional interpersonal skills such as communication, teamwork, facilitation, and leadership
   c. Strong organizational skills
   d. Exceptional written and verbal communication skills
   e. Comprehensive understanding of different cultural practices and issues

IV. Goals:
   a. Goals will be developed in collaboration with the Executives.

V. Evaluation:
   a. Fulfillment of all job responsibilities
   b. Fulfillment of goals set forth by Executives

VI. Wages:
   a. This position is structured as a student assistant III, starting at step I.
   b. No more than five hours per week will be required during the academic year. If hired for the summer, hours will be negotiated with the Executives, depending upon responsibilities and availability.
i. If the employee feels there is a need to work more hours in a given
week, written permission must be obtained from the Executives.
c. Failure to turn timesheets in on time will result in no pay for that pay
period.

VII. Terms for Dismissal:
   a. Failure to fulfill job responsibilities and goals set forth by the Executives
   b. Inadequate performance of assigned duties
   c. Dishonesty and/or lack of integrity in job-related activities

VIII. Dismissal Actions Entail:
   a. Written or verbal warning by Executive(s)
   b. If dismissible behavior continues after a warning by Executive(s) said staff
      member’s employment will be terminated with a 2/3 agreement of
      Executives.