

Job Description - CU Student Government - Legislative Council Aide

1. Employment Conditions:

- a. CU Student Government fee-paying student during all times of employment
- b. Hired by CU Student Government Legislative Council President
- c. Ratified by CU Student Government Legislative Council

2. Job Responsibilities:

- a. Assist Legislative Council President in the management of all Legislative Office functions, including but not limited to:
 - i. Helping to maintain a CU Student Government meeting calendar
 - ii. Working with the Legislative Council President to set agendas for weekly Legislative Council meetings.
 - iii. Assist the Legislative Council President in responding to emails and scheduling meetings with legislators, constituents, and administrators.
 - iv. Working with the Legislative Council President and Vice President to facilitate training of all Legislative Council members
 - v. Attending meetings which the Legislative Council President cannot attend themselves
 - vi. Assisting the Legislative Council President in ensuring all Legislative Council information is available for access by the student body.
- b. Be available in the office to work with students while working on student government responsibilities at a recurring weekly time
- d. Attend campus events representing CU Student Government
- e. Attend meetings including but not limited to:
 - i. Legislative Council
 - ii. Legislative Executive Meetings

3. Qualifications:

- a. A passion and desire to serve fellow students
- b. Exceptional interpersonal skills such as communication, teamwork, facilitation, and leadership
- c. Strong organizational and note-taking skills
- e. Experience with professional writing
- f. Experience with basic website editing preferred
- g. Understanding and/or experience of CU Student Government preferred

4. Goals:

- a. Goals will be developed in collaboration with the Legislative Council President.

5. Evaluation:

- a. Fulfillment of all job responsibilities
- b. Fulfillment of goals set forth by Legislative Council President

6. Wages:

- a. This position is structured as a Student Assistant II

b. No more than fifteen hours per week will be required during the academic year. If hired for the summer, hours will be negotiated with the Legislative Council President depending on 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 Legislative Council President

7. Terms for Dismissal:

a. Failure to fulfill job responsibilities and goals set forth by the Legislative Council President

b. Inadequate performance of assigned duties

c. Dishonesty and/or lack of integrity in job-related activities

8. Dismissal Actions Process:

a. Issues will be addressed through a process with the following stages:

b. Written or verbal warning by the Legislative Council President

c. If behavior continues after a warning by Legislative Council President, said staff member's employment will be terminated with a 2/3 agreement of the Legislative Council.