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. Manage Department of Diversity and Inclusion
   b. Act as CU Student Government’s liaison to underrepresented students:
      i. Head the Diversity Commission
      ii. Act as CU Student Government’s liaison to Underrepresented Student Group Council
      iii. Develop relationships with SOURCE, Women’s Resource Center, GLBTQ Resource Center, CUE, and etc.
      iv. Work directly with student organizations to advocate for underrepresented students on the administration level by bringing concerns of diverse students to the Division of Student Affairs, the Office of Diversity, Equity, and Campus Engagement, etc.
      v. Collaborate with student leaders and administration to address issues from the Social Climate Survey
      vi. Work with student groups and administration to continue efforts of campus accessibility
      vii. Work with CU Student Government staff and Teach for America to insure that underrepresented students from the Metro Denver area have access to our institution
      viii. Act as the link between Legislative Council and underrepresented student group leaders in order to ensure that any proposed legislation that impacts underrepresented student groups does not come out of Legislative Council without significant outreach and feedback.
      ix. Develop trainings for staff members and legislators to instill and insititutionalize the values and tenets of social justice, inclusivity, and antiracism within CU Student Government proper.
   c. Maintain weekly office hours.
   d. Attend campus events representing CU Student Government.
   e. Attend all meetings including but not limited to:
      i. Cabinet Meetings
      ii. Department of Diversity and Inclusion meetings
      iii. 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. Commitment to antiracism, queer inclusivity, and economic justice. This position is dedicated to advocacy for historically underrepresented students.

f. Comprehensive understanding of the University’s diverse communities, programs, and centers

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 twenty 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.