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. Be an expert and steward of CU Student Government Governing Documents.
      i. Familiarize with CUSG precedent
      ii. Develop an extensive understanding of all of Student Government’s governing documents and how they interact together.
      iii. Be a part of and lead all discussions with Executive Branch on governing document revisions, creations, and reviews.
   b. Act as CU Student Government’s steward of rules and compliance.
      i. Monitor each branch member’s completion of audit mandated trainings
      ii. Monitor the governing documents review timeline
      iii. Monitor all other areas of audit mandated tasks to ensure CU Student Government’s audit compliance
   c. Act as the Executive branch’s liaison to the Legislative and Judicial branches of Student Government
      i. Attend all Legislative Council meetings and monitor legislation for possible violations of governing documents.
      ii. Act as CU Student Government’s representative and council in all appeal hearings to the Appellate court.
   d. Attend campus events representing CU Student Government
   e. Attend all meetings including but not limited to:
      i. Cabinet meetings
      ii. Staff meetings
      iii. Legislative Council meetings
      iv. Appellate Court 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. Experience with CU Student Government governing documents and processes preferred
   e. Comprehensive understanding of CU Student Government preferred

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.