CU Student Government Student Organization Allocations Committee Chair

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 the direct supervisor of the Student Organization Allocations Committee:
      i. Hire, supervise, and train all Student Organization Allocations Committee Board members
      ii. Act as the initial point of contact for all student organizations requesting allocations
      iii. Facilitate each Student Organization Allocations Committee allocation hearing
      iv. Monitor the budget and expenditures of the Student Organization Allocations Committee in a fiscally responsible manner
      v. Facilitate all Student Organization Allocations Committee Board retreats
      vi. Facilitate the creation of Student Organization Allocations Committee continuity documentation
   b. Prepare Student Organization Allocations Committee quarterly reports in a timely manner and present to Finance Board.
   c. Prepare a sound annual budget for the Student Organization Allocations Committee, allowing the next board to function to the best of their ability.
   d. Maintain weekly office hours.
   e. Attend campus events representing CU Student Government
   f. Attend all meetings including but not limited to:
      i. Staff meetings
      ii. Department of Student Engagement meetings
      iii. Student Organization Allocations Committee meetings
      iv. Joint/Advisory Board 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. Comprehensive understanding of finance and accounting principles
   e. Comprehensive understanding and comfort working with Microsoft Excel
   f. Comprehensive understanding of Student Organization Allocations Committee governing documents

IV. Goals:
a. Goals will be developed in collaboration with the Executives and Student Organization Allocations Committee Board.

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 fifteen 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. See Student Organization Allocations Committee Code for terms of dismissal

VIII. Dismissal Actions Entail:
   a. See Student Organization Allocations Committee Code for dismissal actions