CU Student Government Graduate Student 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 the United Government of Graduate Students and other relevant graduate student organizations:
      i. Work to advocate on behalf of graduate students to CU Student Government
      ii. Facilitate the collaboration of CU Student Government and the United Government of Graduate Students on events, programs, and initiatives
      iii. Work with the Director of Public Relations to disperse information about CU Student Government events and programs to graduate students
   b. Maintain weekly office hours
   c. Attend campus events representing CU Student Government
   d. Attend all meetings including but not limited to:
      i. Staff meetings
      ii. Department of Diversity and Inclusion meetings
      iii. United Government of Graduate Students general meetings upon approval by the organization

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 the United Government of Graduate Students governing documents and structure

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 II, starting at step II.
   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.