USUSA POSITION DESCRIPTION

USUSA Student Body Student Advocate Vice President

Overview
Utah State University Student Association (USUSA) is established for the betterment of each student’s academic experience, student life, and the University community by providing academic representation, uplifting activities, and ensuring a voice in addressing the reasonable needs and wants of the students to the administration.

All officers must adhere to the USUSA Inclusion Statement which reads:

“You belong here. The Utah State University Student Association includes every USU student — we support the principles of diversity, equity, and inclusion. Demonstrating our commitment to these principles, we support and advocate for every student regardless of race, ethnicity, nationality, sex, gender identity and expression, sexual orientation, age, disability, religion, language, worldview, education, socioeconomic background, family structure, veteran status, and other identities and backgrounds. We condemn and stand up against social injustice in all forms. Our commitment to building a more inclusive environment in our organizations, events, campuses, and communities is ongoing — each of us has a role to play in realizing this vision.”

Required Trainings
1. USUSA Officer Canvas Course
2. Upstander/Title IX
3. Utah Leadership Academy (strongly encouraged)

Duties & Oversight
1. Represent student concerns and opinions to student services, auxiliary services, student government, and university administration.
2. Work to ensure students have opportunities to share their opinions and concerns, and represent student concerns and opinions to key faculty, staff, administrators and local, state, and federal governments.
3. Serve as a member of the Executive Leadership Board, Logan Executive Council (non-voting) and Statewide Executive Council (non-voting) and any committees, sub-committees, or boards as identified in the USUSA General Laws and Position Descriptions.
4. Organize, direct and chair the USU Government Relations Council (GRC)
5. Oversee and direct the myVoice program and ensure the system is being utilized and responded to in an appropriate and timely manner
6. During the week of elections, the USUSA Student Advocate VP will be the financial auditor for candidates running for that same position. In case of the officer re-running for the same position, a member of the elections committee will be the auditor.

7. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

8. Perform or delegate appropriate research and publicity of legislative issues that will affect students; communicate current legislative issues to the Public Relations Director to be advertised on campus.

9. Officer will ensure that every member of their council or committee receive the opportunity to be trained on suicide prevention, Diversity and Upstander/Title IX during the fall semester of the academic year.

Programs Sponsored

1. Student Advocacy
   i. Shall provide for a process where students can air their grievances concerning university policies, procedures, and decisions. Grievances may be received in written form or by appointment.
   ii. Serve as a resource in providing justification and understanding for policies, procedures, and decisions.
   iii. Shall act as a moderator or liaison in finding solutions and/or corrections for student grievances.
   iv. Shall represent student concern and opinion to faculty, staff, and administration and actively advocate on behalf of students.
   v. Shall advocate on behalf of students’ right to free speech, in accordance with Amendment I of the U.S. Constitution and University Policy.

2. Government Relations Council (GRC) and Student Lobbyist Program
   i. The Government Relations Council is a branch of USUSA that advocates for student interests to governments at the city, county, and state levels and works to raise student awareness on campus of current civic and political issues. The GRC works to involve students in the civic and political process and lobbies on behalf of students at the Utah State Legislature each spring. Voter registration and student voter turnout are also a major focus of the GRC. This officer should consider including student representatives from (every region, freshmen, etc.)
   ii. The Student Body Student Advocate Vice President shall:
      1. Serve as chair of the Government Relations Council and oversee all of its operations.
      2. Appoint a Director to assist in directing the day-to-day operations of the council.
      3. Shall appoint students to serve on the council via an open application process.
      4. Be responsible for scheduling, planning and carrying out Aggie Ice Cream Day at the Utah State Capitol.
      5. Coordinate with on campus student civic and political groups that have common goals.
      6. Coordinate student lobbying efforts with the USU Director of Government Relations.
      7. Actively coordinate voter registration efforts before Election Day every year.

3. Survey and Polling
   i. The Student Advocate Vice President shall be responsible for surveys and student opinion polls concerning student services, academic policies, auxiliary services, and any other area when deemed necessary.

4. myVoice Program
i. myVoice is an online platform that allows USU students to share comments, concerns, or opinions to USUSA about any aspect of the university.

ii. The Student Advocate Vice President shall:
   1. Oversee the execution of the myVoice program and ensure its accessibility to students.
   2. In coordination with the USUSA President, shall assign submission categories to other USUSA officers or committee members.
   3. Shall maintain a database of points of contact for departments and offices throughout the university who can assist in solving university issues that are identified using myVoice.
   4. Shall work to actively promote the myVoice program as a resource available to students.

5. USUSA Student Sustainability Taskforce
   i. The purpose and role of the USUSA Sustainability Taskforce
      1. To work in conjunction with the USU Faculty Senate Sustainability Subcommittee, the USU Sustainability Council, and the USU Sustainability Office to both make and receive recommendations to/from the aforementioned organizations
      2. To both make recommendations to the USUSA on sustainability initiatives and then to carry out approved sustainability initiatives. As per their position descriptions, the Academic Senators (excluding the Graduate Studies Senator) will each appoint a student to this taskforce, and the Student Advocate VP will serve as chair.
      3. The taskforce shall be comprised of the students appointed by Academic Senators to approve sustainability grants throughout the year.

Committee Assignments
1. Aggie Life and Wellness Center and Legacy Fields Policy Board
2. Americans with Disabilities Act Task Force
3. Elections co-chair
4. Aggies Think, Care, Act
5. Faculty Evaluation Committee
6. Government Relations Council (Chair)
7. Executive Leadership Board
8. Logan Executive Council
9. Statewide Executive Council
10. Residency Appeals Committee
11. Stater's Council
12. University Student Fee Board (USFB)
13. University/Community Relations Executive Committee
14. USUSA and USU Ad Hoc Committee Assignments
15. USUSA Executive Council Revised
16. myUSU Portal Advisory Council
17. Tuition Review Committee
18. Student Sustainability Committee (Chair)
19. Student Life Advisory Council
20. Elections Grievance Hearing Board
21. Mental Health Committee
Time Expectations

1. Officer will complete at least 2 office hours daily Monday through Friday unless documented approval has been received by their direct advisor. Office hours should be done at the officer’s nearest campus or center in a consistent location unless otherwise approved by their direct advisor.

2. Officer will be expected to participate in essential summer activities to fulfill this position description and prepare for the upcoming school year. Attend all mandatory trainings, retreats and events.

3. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Student Advocate Vice President. I understand that failure to fulfill these responsibilities may result in disciplinary action as outlined in Article III Section 6 of the USUSA Constitution.

Printed Name: _______________________________

Signed: _____________________________________

Date: _______________________________________