USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

Service Representative, Blanding

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 their constituents and stakeholders 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)
4. Fee Board

Duties & Oversight
1. Maintain good standing per the USUSA Constitution.
2. Assume all duties assigned by the USUSA Blanding Service Region Vice President.
3. Attend all meetings of the USUSA Blanding Executive Council unless excused by the USUSA Blanding Service Region Vice President and USUSA Blanding Advisor.
4. Be responsible for myVoice concerns in the USU Blanding folder.
5. Foster relationships with students by enhancing the quality of student life through service.
6. Create a positive environment and a sense of community by providing leadership and service opportunities for students, faculty and staff. Direct activities/events that incorporate service themed projects.
7. Plan and carry out traditional campus-wide service projects including the
Blood Drive, Food Bank, Service Fairs, Service Week, Food Drives and the Student Nutrition Access Center (SNAC).

8. Officer will ensure that every member of their council or committee receive the opportunity to be QPR trained through an office sponsored training during the fall semester of the academic year.

9. Officer will adhere to university, divisional and departmental fiscal policies and procedures and Student Code of Conduct.

Programs Sponsored

1. **Connections:** Participate at the closing Luminary Event that welcomes all incoming freshmen. Walk with students, faculty/staff & presenters to the Friendship Amphitheater then head toward the BAEC for President Cockett’s broadcast to see her address all connection students.

2. **Week of Welcome:** Participate in the first week of each fall/spring semester, the Week of Welcome event, to kick-off the semester each August and January. Attend fall prep week, to plan for the daily activities that incorporate events to welcome students to USU Blanding Campus.

3. **Halloween Carnival/Trunk or Treat:** Assist in the planning and coordinating of this annual event. This event is open to all students, their families and the community. Hosted and sponsored by USUSA Blanding and campus clubs and organizations.

4. **Community Sponsored Services:** Assist with marketing and volunteer management for the following events: Dutch Oven Days, Highway Cleanup, Food Bank, Blood Drive, and other affiliated services.

5. **Student Nutrition Access Center:** Be responsible for incoming food items, inventory and marketing. Prepare for in-person patron browsing, answer questions, assist patrons, clean, organize, restock shelves, take out SNAC trash, food box related cardboard etc.

6. **Powwow:** Coordinate, market and signup volunteers for the Native American powwow.

7. **Other Related Events:** Other events in addition such as Miss USU Blanding Pageant, STEAM Expo, Indigenous People’s Day, etc., and other duties assigned by USUSA Blanding Advisor.

Committee Assignments

1. **Service Region Student Fee Committee-This committee is composed of all the members of the USUSA Blanding Executive Council. They meet to decide the allocation of student fees among the different groups associated with USUSA Blanding.**

2. **Service Committee (Chair)-This committee works with other students to lead service initiatives and programs at USU Blanding.**
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Time Expectations

1. Officers will complete at least one hour daily by assigned office hour, for 5 hours a week unless approved by one USUSA Blanding Advisor and the USUSA Blanding Service Region Vice President by 2/3 majority.
2. Officer will answer and respond to email and myVoice submissions daily.
3. Officer will attend at least one Open House event.

Meetings, Events, and Functions of USUSA Blanding Service Representative

The USUSA Blanding Service Representative shall represent all SC students within the service region at the meetings, events, and functions outlined in the following table.

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
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<tbody>
<tr>
<td>USUSA officer inauguration</td>
<td>Spring, date in Election Packet</td>
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<tr>
<td>Retreats</td>
<td>Spring and fall, dates in Election Packet</td>
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<tr>
<td>Service Region Student Fee Board meeting</td>
<td>Fall, date in Election Packet</td>
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<tr>
<td>Regional Council Meetings</td>
<td>Weekly, as agreed to with Advisor and Exec VP</td>
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<td>Personal meetings with USUSA Advisor</td>
<td>As agreed with Advisor throughout the fall/spring semesters</td>
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<td>Attend all events and activities planned by the Executive Council</td>
<td>Includes set up, hosting or assisting throughout event, and clean up</td>
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<td>Be available during office hours to help students, answer emails, myVoice submissions, plan activity/events, create flyers, clean, organize the USUSA office and assist students when they utilize SNAC</td>
<td>1 hour daily/5 hours per week in the office</td>
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<td>Attend a recruiting tool function, Connections, Week of Welcome, Commencement (ushering), Open House, and other events such as Fall prep week, Origins, Day on the Quad, Paint the town Blue, End of the Year Bash and help with Elections Week.</td>
<td>Recruiting (parade), commencement (mandatory, unless graduating), open house (must attend at least one), Fall prep week (mandatory), Origins, Day on the Quad, Paint the town Blue, End of the Year Bash (as available), and help with Elections week (train new officers).</td>
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I hereby agree that I fully understand my position description and accept full responsibility for my duties as the *USUSA Blanding Region Service Representative*. I understand that failure to fulfill these responsibilities may result in disciplinary action as outlined in Article III Section 6 of the USUSA Constitution.