USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

Campus Representative, Roosevelt/Vernal

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 responsibilities assigned by the service region’s Vice President or USUSA President.
3. Communicate with and resolve the desires, needs, and intent of the SC students represented.
4. Represent their SC students at all meetings, events, and functions addressing student issues and interests.
5. Reach out to students and the service region’s community.
6. Facilitate the creation of clubs and organizations, plan activities, and carry out other student association duties as assigned.
7. Work under the direction and advice of the USUSA Campus Advisor.

Trainings
1. Attend all service region and SC Student Association trainings and retreats.
Committee Assignments
1. Regional Council, member.
2. Service Region Fee Committee, member.

Region Specific Duties
1. Plan and execute traditional campus events such as:
   a. Fall Events: Back to School Welcome Activity, Harvest/Halloween Event, Student Activity for Last Week of Classes/Finals, True Aggie Night, and Watch Party.
   b. Spring Events: Back to School Welcome Activity, Love Boat, Mental Health Week, Student Activity for Last Week of Classes/Finals and help to develop and define new events if necessary to meet the student body’s needs.
2. Support the campus Associate Vice President of the Uintah Basin Campus to create and execute student awareness events.
3. Support campus recruiter to arrange for USUSA Region VP & Representatives to support an event.
4. Support Campus Vending Efforts

Meetings, Events, and Functions of SC Representatives
The SC Representative shall represent all SC students within the respective service region at the meetings, events, and functions outlined in the following table.

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>USUSA officer inauguration</td>
<td>Date in application packet</td>
</tr>
<tr>
<td>USUSA Statewide Retreats</td>
<td>Spring and Fall, Dates in application package</td>
</tr>
<tr>
<td>Service Region Fee Board meeting</td>
<td>Date in application packet</td>
</tr>
<tr>
<td>Regional Council meeting</td>
<td>As agreed to with Advisor (typically held on a bi-weekly basis)</td>
</tr>
<tr>
<td>Personal meetings with USUSA Advisor</td>
<td>As agreed to with Advisor</td>
</tr>
<tr>
<td>Attend all events and activities planned by RC Student Association</td>
<td>Includes set up, assisting throughout event, and clean up</td>
</tr>
<tr>
<td>Be available at the USU campus during open office hours to meet students in lounges/hallways, to answer emails (including responding to the USUSA myVoice account), plan events, or attend events</td>
<td>4 hours per week, outside of class time</td>
</tr>
<tr>
<td>Attend recruiting, graduation, open houses, or other events</td>
<td>As available. (minimum of four per year)</td>
</tr>
<tr>
<td>Regional Retreats</td>
<td>Summer &amp; Fall as arranged with Advisor</td>
</tr>
</tbody>
</table>
I hereby agree that I fully understand my position description and accept full responsibility for my duties as the *USUSA Uintah Basin Service Region 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.

Printed Name: ______________________________

Signed: ______________________________

Date: ______________________________