USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

USUSA-Kaysville Representative

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
1. Maintain good standing per the USUSA Constitution.
2. Adhere to university, divisional and departmental fiscal policies and procedures.
3. Work under the direction and advice of the USUSA-Kaysville and Student Involvement & Leadership Center (SILC) advisors.
4. Respond to all assigned myVoice submissions weekly.
5. Respond to Kaysville Representative emails in a timely manner.
6. Assist in creating and maintaining USUSA SC Clubs & Organizations for Kaysville students.
7. Maintain an electronic calendar to be utilized by the Brigham City and Kaysville campuses.
8. Maintain open communication with Brigham City Service Region Vice President.
Committee Assignments
1. Brigham City Regional Council, member
2. Kaysville Fee Board Committee, member
3. Kaysville Planning Committee, member
4. Kaysville Elections Committee, member (unless officer is re-running)

Time Expectations
1. Attend all mandatory retreats, trainings and events as outlined in the election packet.
2. Complete at least 4 hours weekly during fall and spring semester. Summer semester hours as available.
3. Attend Kaysville Planning Meetings as determined by the advisor.
4. Attend all events planned by Kaysville Planning Committee—includes set up, assisting throughout event, and clean up.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA-Kaysville Campus 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: ________________________________