USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Bachelor/Non-Traditional/Alumni Liaison

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. Transition Training
4. USUSA Eastern Service Region Retreat
5. Diversity, Equity, and Inclusion Training
6. USU Eastern Catalyst
7. Utah Leadership Academy (ULA) *Strongly Encouraged

Duties
1. Serve as a voting member on USUSA Eastern Service Region Advisory Board.
2. Serve as a voice for Non-Traditional/Bachelor Students to the USUSA Eastern Service Region Advisory Board.
3. Execute the planning and execution of an entire year of Bachelor/Non-Traditional/Alumni Programming.
4. Work with the Alumni Associations when applicable.
5. Work towards increasing Bachelor/Non-traditional/Alumni participation on campus.
6. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
7. Maintain good standing per the USUSA Constitution.
Programs Sponsored
1. Trick or Treat: host an annual campus trick or treat event for the bachelor and non-traditional students to bring their families to.
2. Day of Giving: plan and execute a day for alumni to give back to USU Eastern. (i.e. Silent Auction, Alumni Dinner, Virtual Fundraising).

Committee Assignments
1. USUSA Eastern Service Advisory Board
2. USUSA Eastern Service Student Fee Board
3. USU Eastern/CEU Alumni Association
4. USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee

Time Expectations
1. Officer will check personal and USUSA Eastern email several times weekly.
2. Attend weekly required meetings.
3. Officer will complete at least 5 hours weekly in assigned office.
4. Officer will have a minimum of 80% attendance and participation for activities.
5. Officer will attend 3 athletic games per semester, for 6 athletic games per year.
6. Meet weekly with USUSA Eastern Service Director of Diversity, Equity, and Inclusion
7. Meet monthly with USUSA Eastern Region Advisors.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Eastern Service Region Bachelor/Non-Traditional/Alumni Representative

Printed Name: _______________________________

Signed: _______________________________

Date: _______________________________