USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Diversity 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 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 the USUSA Eastern Service Region Executive Council.
2. Serve as a member on the USUSA Eastern Service Region Advisory Board.
3. Represent multicultural students and ensure their voice is represented to the USUSA Eastern Service Region.
4. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
5. Maintain good standing per the USUSA Constitution.
6. Meet regularly with international students.
7. Work in conjunction with the USUSA Eastern Service Region Student Advocate to conduct Eagle hour every month.
8. Plan and execute celebrations, special events, and occasions that are focused on the needs of students.
9. Supervise the planning, execution, and accomplishment of an entire years Diversity Activities.

Programs Sponsored
1. Diversity Conference: Work with USUSA Eastern Region Advisors and USUSA Eastern Service Region Director of Diversity, Equity, & Inclusion to plan and educate students and the community on diversity topics.
2. Diversity Week: plan and execute an entire week of events during spring semester. These events should be for the purpose of educating students and providing resources. (i.e. Luau, Veteran’s Day Breakfast, Black History Month, Hispanic Heritage, Native American Heritage).

Committee Assignments
1. USUSA Eastern Service Region Advisory Board
2. USUSA Eastern Service Region Executive Board
3. USUSA Eastern Service Region Student Fee Board
4. USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee
5. USUSA Eastern Service Region Diversity Conference 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 Region Director of Diversity, Equity, and Inclusion.
7. Meet monthly with USUSA Eastern Service 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 Diversity Representative.

Printed Name: _______________________________

Signed: _____________________________________

Date: _______________________________________