USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Student Advocate

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. Serve as a member on the USUSA Eastern Service Region Budget Committee.
4. Serve as a member of the USUSA Eastern Service Region Fee Board.
5. Toward the end of term, prepare a report suggesting specific changes to structure, administration, budget, or otherwise for the incoming USUSA Eastern Service Region Executive Council.
6. Serve as a member, and chair the Student Advocate Committee.
7. Serve as a member, and co-chair the USUSA Eastern Service Region Elections Committee.
8. Serve as the student voice for administrative changes and improvements that occur at USU Eastern. The USU Eastern Associate Vice President, Director of Operations, Director of Students and the members of the USUSA Eastern Service Region Executive Council are resources available to assist in changes at USU Eastern.

9. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

10. Officer will ensure that every member of their council or committee receive the opportunity to be trained on suicide prevention, Diversity and Upstander/Title IX during the fall semester of the academic year.

11. Maintain good standing per the USUSA Constitution.

Programs Sponsored
1. Eagle hour: plan and execute Eagle Hour monthly to provide an opportunity for USU Eastern Students to voice their concerns and have questions answered by administrators. Follow up with students as needed to address concerns.

2. Lauren McClusky Memorial Walk: organize an annual memorial even on October 22nd to honor Lauren McClusky and bring awareness to relationship and domestic violence. Use this as an opportunity to educate students on resources available.

3. Suicide Awareness: organize a suicide awareness event during the month of September. Consult with the Counseling center on best ways to tailor this even to the needs of the students in an appropriate manner.

4. Day Without Hate: organize an annual event in March to raise awareness against bullying and highlight positivity and inclusion.

5. Take Back the Night: organize an annual memorial event for sexual assault survivor awareness in the month of April.

6. Conduct surveys, forums, meetings, and discussion groups as necessary throughout the year.

Committee Assignments
1. USUSA Eastern Service Region Executive Council
2. USUSA Eastern Service Region Advisory Board
3. USUSA Eastern Service Region Budget Committee
4. USUSA Eastern Service Region Student Fee Board
5. Student Advocate Committee (Chair)
6. USUSA Eastern Service Region Elections Committee (Co-Chair)

Time Expectations
1. Officer will complete at least 5 hours weekly in assigned office.
2. Officer will have a minimum of 80% attendance and participation for activities.
3. Officer will attend 3 athletic games per semester, for 6 athletic games per year.
4. Officer will respond to all assigned myVoice submissions weekly.
5. Officer will check personal and USUSA Eastern email several times weekly.
6. Attend weekly required meetings.
7. Attend all summer council meetings.
8. Meet monthly with USUSA Eastern Region Advisors.
9. Attend all mandatory trainings and retreats.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Eastern Service Region Student Advocate.

Printed Name: _______________________________

Signed: _____________________________________

Date: _______________________________________