USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Director of Diversity, Equity, & Inclusion

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, and Presidency Cabinet.
3. Serve as a member on the Appointment Committee that appoints the Chief of Staff, Diversity Representative, Bachelor/Non-Traditional/and Alumni Liaison, Club and Organization Representative, Athletic and Campus Recreation Representative, Traditions/Events Coordinator, Public Relations Manager, and Operations Manager.
4. Serve as a member USUSA Eastern Service Region Student Fee Board.
5. Serve as a member on the USUSA Eastern Service Region Budget Committee.
6. Oversee the functions of the Bachelor/Non-Traditional/Alumni Liaison, Club & Organization Representative, and Diversity Representative, as well as the pertinent functions of the Public Relations Manager and the Operations Manager.

7. Appoint Diversity Representative, Club & Organization Representative, Bachelor/Non-Traditional/Alumni Liaison, Public Relations, and Operations Manager with the input and recommendation from the USUSA Eastern Service Region Appointment Committee.

8. Oversee the execution of all responsibilities of the Diversity Representative, Bachelor/Non-Traditional/Alumni Liaison and the Club and Organization Representative.

9. Oversee the execution of all pertinent responsibilities of the Public Relations Director and the Operations Manager.

10. During the week of elections, the USUSA Eastern Service Region Director of Diversity, Equity, & Inclusion will be the financial auditor for candidates running for that same position. In case of the officer re-running for the same position, a member of the elections committee will be the auditor.

11. Conduct summer office hours at the discretion of the advisor to assist with the planning and preparation for the coming year.

12. 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.

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

14. 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.

15. Maintain good standing per the USUSA Constitution.

**Programs Sponsored**

1. Diversity Conference: You are responsible for planning and execution of a Diversity Conference in the spring semester. This event is used to engage our students and community to create knowledge on diversity, equity, and inclusion with the assistance of the Diversity Representative.

2. Club Rush: Assist the Clubs & Organizations Representative in planning and executing an event to sponsor existing clubs and assist in the application process for new clubs.

3. Diversity Week: oversee the planning and execution of Diversity Week in conjunction with the Diversity Representative.

**Committee Assignments**

1. USUSA Eastern Service Region Executive Council
2. USUSA Eastern Service Region Advisory Board
3. USUSA Eastern Service Region Presidency Cabinet
4. USUSA Eastern Service Region Appointment Committee
5. USUSA Eastern Service Region Budget Committee
6. USUSA Eastern Service Region Student Fee Board
7. USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee (Chair)
8. USUSA Eastern Service Region Clubs and Organizations Committee
9. USUSA Eastern Service Region Ad Hoc Committee Assignments
Positions Appointed by Officer
1. Diversity Representatives
2. Bachelor, Non-traditional & Alumni Liaison (BNA)
3. Club & Organization Representative
4. Public Relations Manager
5. Operations Manager

Time Expectations
1. Officer will complete at least 7 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 weekly 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 Director of Diversity, Equity, & Inclusion.

Printed Name: ____________________________________________

Signed: _________________________________________________

Date: _________________________________________________