USUSA POSITION DESCRIPTION

USUSA Traditions Director

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)

Duties & Oversight

1. Work under the direction of the USUSA Student Events Executive Director.
2. Be responsible for Homecoming, Festival of Trees, Robins Awards and ongoing Traditions Activities.
   a. **Homecoming:** This program is a week of activities celebrating USU. It is designed to promote school spirit and welcome alumni back to campus. The program traditionally includes but is not required or limited to such events as noon activities, Mr. USU Pageant, Street Painting, Homecoming Dance, and presenting Homecoming royalty at the football half-time program.
   b. **Robins Awards:** This program is the University's annual ceremony for recognizing outstanding achievements of students, and student organizations. The ceremony format usually follows national awards, i.e., Academy Awards.
   c. **The Festival of Trees:** This program helps the Cache Valley community. Clubs or campus organizations donate a decorated Christmas tree to families in Cache Valley. The Traditions Committee selects these recipient families. The trees are put on display for one week before they are given to the families.
d. **Traditions Activities**: These activities are to help promote Aggie pride and enhance loyalty to USU and to ensure Utah State history and traditions are an active part of campus life. This may be an ongoing series of activities or an entire week meant to educate or highlight Utah State traditions. The program traditionally includes but is not required or limited to such events such as the sweater swap.

3. Planning for Weeks of Welcome during summer with Student Events Executive Director and Program/sponsor one event within Weeks of Welcome or Welcome Back Week.
4. Be responsible for the calendaring, planning, initiating, and administration of student-oriented activities on the campus of Utah State University. Improve existing programs and initiate new programs to serve a diverse group of students in order to enhance the quality of student life at Utah State University.
5. Manage the Traditions Committee; selection process during summer semester. A committee of 10 student volunteers minimum.
6. The committee will help plan and execute all events/programs.
7. During the week of elections, the USUSA Traditions Director 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.
8. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
9. 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.
10. Maintain good standing per the USUSA Constitution.

**Committee Assignments**

1. USUSA Programming Board
3. Traditions Committee (Chair)
5. Homecoming Committee
6. Robins Awards Committee (Chair)

**Time Expectations**

1. Officer will complete at least 1 hour daily in assigned office, for 5 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Attend all mandatory retreats, trainings and events as outlined for your region.
3. Attend all events that are planned by the Traditions Committee.
4. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Traditions Director. 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: _________________________________