USUSA POSITION DESCRIPTION

USUSA Series 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 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. Utah Leadership Academy (strongly encouraged)

Duties

1. Work under the direction of the USUSA Student Events VP.
2. Collaborate with other student groups/officers. Be responsible for Poetry and a Beverage. Be responsible for Bi-Weekly Series.
   a. **Collaboration:** Should be a larger tier event with higher attendance, contributing financial, planning or volunteer aid.
   b. **Poetry and a Beverage:** Poetry and a Beverage is an opportunity for students to enjoy late night programming in a substance free environment. There needs to be at least one Poetry and a Beverage each calendar month per fall and spring semester.
   c. **Bi-Weekly Series:** This event provides students a consistent social atmosphere on campus. The event should take place every other week (8 events per semester) and is generally a small format event held in the same location.
3. Program/sponsor one event within Week of Welcome, Welcome Back Week, and an additional USUSA sponsored week each semester.
4. Be responsible for the calendaring, planning, initiating, and administration of student-oriented activities on the campus of Utah State University.
5. 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.
6. Manage the Series Committee; a committee of 10 student volunteers minimum. The committee will help plan and execute all events/programs.
7. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
8. 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.
9. Maintain good standing per the USUSA Constitution

Committee Assignments
1. USUSA Programming Board
2. Series 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 Series 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 Series 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: ______________________________