USUSA POSITION DESCRIPTION

USUSA College of Engineering Senator

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)

The main purpose of the Engineering Senator (hereafter, “the senator”) is to represent the undergraduate and graduate students in the College of Engineering. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and College of Engineering groups; but these matters, if not directly related to engineering students, should be considered secondary in importance.

Duties & Oversight
1. The senator shall serve as a member of the USUSA Academic Senate and any appropriate committee, sub-committee, or board.
2. The senator shall actively participate in weekly Academic Senate meetings which will include, but not be limited to:
   a. Discuss current USUSA Legislation
   b. Discuss progress of senator’s legislative priorities, and
   c. Discuss college concerns and issues.
3. The senator shall meet with the Dean at least monthly.
4. The senator shall, when relevant, attend Department Head/Administrative Council, and other needed college administrative meetings to:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues, and
5. The senator shall provide training and facilitate a smooth transition for the newly elected senator.
6. The senator shall see that appropriate records are kept and prepare a year-end report of College Council programs and issues.
7. The senator shall appoint a representative from the College of Engineering to sit on the Blue Goes Green grant selection committee.
8. The senator shall be the financial auditor for candidates running for that same position during the week of elections. In case of the officer re-running for the same position, a member of the elections co-chairs will be the auditor.
9. The senator shall adhere to university, divisional and departmental fiscal policies and procedures.
10. The Senator shall meet Fall Semester with the financial officer within Business Services responsible for their college finances. The purpose of the meeting should be to discuss the use of course fees and/or differential tuition within their college. The financial officer within business services has access to how all of these funds were used within the college. A meeting enables the senator to advocate for proper use of funds and alerts the senator to take action should funds be mismanaged.
11. It is the responsibility of the senator to advocate for the concerns and interests of their unique constituency. When appropriate, this includes but is not limited to escalating these concerns to the following bodies: the Dean and college administration, the USUSA Student Advocate VP and other members of Executive Council, the Office of Student Affairs, and (if proven necessary) the Office of the President of the University.
12. Council Training – Officer will ensure that every member of their council or committee have the opportunity to be trained on suicide prevention, Upstander/Title IX, and diversity & inclusion during the fall semester of the academic year.
13. **College of Engineering Student Council:** The senator shall appoint the College of Engineering Student Council President and assist the President in organizing the Council. The purpose of this council is to actively improve the student experience in the College of Engineering and assist in implementing the Senator’s agenda.
   a. The council should include committees focusing on the key components of being an effective Senator in the College of Engineering – including, but not limited to: Mentorship and Retention, Clubs, Events, Advertising, Graduate Studies, and Student Advocacy
   b. They shall conduct at least bi-monthly college council meetings.
   c. They shall meet weekly with the Engineering Council advisor and council president.
   d. They shall discuss current USUSA legislation and senate legislative priorities and work with the council.
   e. They shall develop academic programs that promote their college and provide college specific opportunities for the students.
   f. The officer will appoint at least one graduate student in collaboration with the Graduate Studies Senator to their respective college council. This student will act as the liaison between the Graduate Student Council and their respective college council and
administration. This student will direct the Graduate Studies Committee within the College of Engineering Student Council.

**Committee Assignments**

1. USUSA Academic Senate
2. University Student Fee Board (USFB)
3. USUSA Academic Opportunity Fund Committee
4. USUSA Technology Administrative Fee Committee (Chair)
5. USUSA Calendar Committee: The Calendar Committee determines the beginning and ending days of the school year and the holidays within each of the three semesters. In addition, the committee projects the academic calendar for three to five years in advance. Membership on the committee includes four faculty appointed by the president of the Faculty Senate for three-year terms.
6. USUSA Sophomore Scholarship Committee
7. USUSA Ad Hoc Committee Assignments
8. College of Engineering Differential Tuition Advisory Board
9. Tuition Review Committee or Facility Enhancement Committee, as assigned by the Executive VP

**Time Expectations**

1. Officer will complete at least 2 hours daily in assigned office, for 10 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.
3. 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 President. 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: _______________________________________