USUSA POSITION DESCRIPTION

USUSA College of Education & Human Services 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 College of Education and Human Services Senator (hereafter, the CEHS Senator) is to represent the undergraduate students in the Emma Eccles Jones College of Education and Human Services. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and College of Education and Human Services groups; but these matters, if not directly related to College of Education and Human Services 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 have the opportunity to run for the position of Senator Pro Tempore and act in behalf of the Academic Senate as a member of USUSA Executive Council.
3. The senator shall actively participate in weekly Academic Senate meetings that will include, but are not limited to:
a. Discussion of current USUSA Legislation  
b. Discussion of progress of senator's legislative priorities  
c. Discussion of college concerns and issues  

4. The senator shall meet with the Dean of their college on a monthly basis to:  
   a. Discuss college concerns, issues, and current events related to the College. Including, but not limited to, the Classroom Improvement Fund, CEHS Week and other CEHS Council events.  

5. The senator shall attend Department Head/Administrative Council, and other college administrative meetings that they are invited to attend, to:  
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues.  
   b. Report on college council progress and upcoming events.  

6. Appoint a representative from the College of Education & Human Services to sit on the Student Sustainability grant selection committee.  

7. 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.  

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

9. During the week of elections, the USUSA CEHS Senator 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.  

10. The CEHS Senator shall provide training for and facilitate a smooth transition for the newly elected senator.  

11. The senator shall participate in joint meetings with the newly elected senator in meeting with the Dean, CEHS Council, etc. and shall ensure a proper transition by providing material helpful to the new senator no later than one month after the new senator is elected.  

12. 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.  

13. 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.  

14. The CEHS Senator shall appoint a council member and work closely with them to raise funds for a CEHS Scholarship funded by the CEHS Student Council. The scholarship is intended to be a one-time award with a suggested award amount of $500. If $500 was not raised during the school year, then the amount of the award may be adjusted.  

15. **College of Education & Human Services Student Council:** Senator shall organize and chair the CEHS council. Ideally, the CEHS Council will consist of student representation from each department. The purpose of this council is to actively improve the student experience in the College of Education & Human Services and assist in implementing the Senator’s agenda.  
   a. They shall conduct weekly council meetings  
   b. They shall work to improve student life within the college and university as a whole
c. They shall keep a log detailing what they did throughout the year. This log is meant to facilitate continuity of ideas and progress from year to year. It may contain such things as legislation apposite to the college, good event ideas, programs, helpful information, etc.
d. They shall hold CEHS Week and other events and programs to promote the College of Education and Human Services throughout the academic year.

Committee Assignments
1. Academic Opportunity Fund Allocation Committee
2. USUSA Academic Senate
3. Student Sustainability Grant Committee: This committee has student representatives from the eight colleges that review and approve sustainability projects for campus.
4. Council on Teacher Education
5. Administrative Council for CEHS
6. Bus Fee Committee (Chair)
7. Selected Search Committees
8. Sophomore Scholarship Committee
9. University Student Fee Board
10. USUSA Ad Hoc Committee Assignments
11. Tuition Review Committee or Facility Enhancement Committee, as assigned by the Executive Vice President

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 College of Education & Human Services Academic Senator. 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: _______________________________________