USUSA POSITION DESCRIPTION

USUSA College of Science 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 Science Senator (hereafter, “the senator”) is to represent the undergraduate and graduate students in the College of Science. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and College of Science groups; but these matters, if not directly related to College of Science 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 Science Week and other Science 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 Science to sit on the Blue Goes Green 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 Science 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 College of Science 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, Science 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. **College of Science Student Council:** Senator shall organize and chair the Science council. Ideally,
    the Science 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 Science 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 Science Week and other events and programs to promote the College of
       Science throughout the academic year.
15. **Peer Mentorship Program:** Senator shall organize and maintain the Peer Mentorship Program. This program pairs underclassmen with upperclassmen of similar majors, for the purpose of kick-starting underclassmen involvement in professional organizations on campus, undergraduate research, and other extracurricular opportunities. This program will run throughout the academic year, with separate cohorts in fall and spring semesters.

   a. They shall abide by deadlines set by the peer mentorship program calendar and update these deadlines at their discretion.

   b. They will hold mandatory monthly training meetings for mentors in the program. At a minimum, these must cover the topics of sexual misconduct prevention and mental health awareness.

   c. They are encouraged to appoint representatives from their student council to aid in the day-to-day operations of the program.

**Committee Assignments**

1. Academic Opportunity Fund Allocation Committee
2. Blue Goes Green Sustainability Grant Committee: This committee has student representatives from the eight colleges that review and approve sustainability projects for campus.
3. Research Council: This council advises the Vice President for Research in all matters pertaining to research and other scholarly or creative activity of the University.
4. Science Unwrapped Student Council
5. Selected Search Committees
6. Sophomore Scholarship Committee
7. Library Advisory Council: advises the Dean of University Libraries and Instructional Support in (1) meeting the learning instruction and research needs of students, faculty and staff; (2) formulating library policies in relation to circulation, services and the collection development of resources for instruction and research; (3) interpreting the needs and policies of the libraries to the University
8. University Student Fee Board
9. USUSA Ad Hoc Committee Assignments
10. USUSA Administrative Fee Committee
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 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: ________________________________