USUSA POSITION DESCRIPTION

USUSA Athletics & Campus Recreation Executive 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

Duties
1. During the week of elections, the USUSA [officer title here] 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.
2. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
3. 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.
4. Maintain good standing per the USUSA Constitution
5. Instill lasting spirit, loyalty and pride among students and in the community for USU Athletics.
6. Create a positive atmosphere at sporting events (varsity, club, intramural and outdoor recreation), by increasing awareness and attendance while promoting sportsmanship and respect for all athletes, fans, and officials.

7. Be responsible for coordinating events with the campus spirit squads to help increase school spirit.

8. Support the Campus Recreation Department and assist in students needs as it pertains to Campus Recreation.

9. Work with the intramural programs to increase student involvement.

10. Serve as a member of the Executive Council and any committees, sub-committees, or boards as identified in the USUSA General Laws and Charters.

11. Oversee the HURD Committee and support the HURD Directors.

12. The Athletics and Campus Recreation Vice President shall be a liaison between the athletic administration and students. They shall meet regularly with administration as a means of providing student input in the disposition of student fees or any other student related concerns.

13. The Athletics and Campus Recreation Vice President shall communicate with all varsity coaches as a means of enhancing student support for each sport.

14. The Athletics and Campus Recreation Vice President shall chair the Aggie Life and Wellness Center and Legacy Field Policy Board and Campus Recreation Policy Board. These boards are responsible for management of the centers’ rules and regulations.

15. During the week of elections, the USUSA Athletics and Campus Recreation Vice President 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.

16. Officer will ensure that every member of their council or committee receive the opportunity to be QPR trained through an office sponsored training during the fall semester of the academic year.

17. Officer will ensure during the fall semester that every compensated member of their council or committee will receive the Student Leader Diversity Training (or for uncompensated council/committee members, they will be given the opportunity to receive said training) through the USUSA Organizations and Campus Diversity VP.

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

Programs Sponsored

1. **HURD**: Student-organized booster club with the mission to provide USU students with opportunities to actively support, enhance, and enjoy Utah State University’s athletic programs.
2. **Campus Spirit Squads and Program:** Work with the program advisor to coordinate budgets, workshops, pep rallies, and give student feedback to enhance the quality of spirit squad programs.

3. **General Programming:** Various activities to promote student involvement and Aggie Pride in relation to athletic events. Examples may include, but are not limited to:
   a. Tailgating
   b. Away Game Parties
   c. Sports Nights
   d. Weekly Publicity for Athletic Events

4. **Student Game Management Coordination:** Consult with game management personnel, ticket office manager, physical plant, and security when needed, to facilitate solutions that deal with student seating and game management concerns.

5. **Travel and Special Events:** Coordinate with the spirit squad advisor to plan and facilitate road events and projects as needed.
   a. Road Trips and away game transportation
   b. Pep-Rallies

### Committee Assignments

For all committees chaired by the Athletics and Campus Recreation Vice President, they shall be responsible for the group meeting as often as necessary. The meetings of these groups shall be in a timetable consistent with their respective functions.

1. Athletic Student Administration Fee Committee (Chair)
2. HURD Committee (Chair)
3. Campus Recreation Policy Board (Chair)
4. Campus Recreation Student Administrative Fee Committee (Chair)
5. Game Day Shirt Design Committee (Chair)
6. Aggie Life and Wellness Center and Legacy Fields Policy Board (Chair)
7. USUSA Ad Hoc Executive Council Committee Assignments
8. USUSA Executive Council
9. USUSA Programming Legislative Board
10. Athletic Budget and Administrative Sub-Committee
11. Athletic Council
12. Athletic Relations Sub-Committee
13. Athletic Student Administrative Fee Committee (Chair)
14. Campus Recreation Policy Board
15. Campus Recreation Student Administrative Fee (Chair)
16. NCAA Steering Committee (every five years)
17. Scheduling Committee
18. Selected Search Committees
19. Smith Spectrum/Stadium Policy Board
20. Sports Club Advisory Board- SCAB - (non-voting)
21. Stadium Spectrum Bond Committee
22. Trademarks and Licensing Policy Board
23. University Student Fee Board (USFB)
24. Parking and Transportation Advisory Committee
25. Big Blue Scholarship Fund (non-voting)
26. Game Management
27. Nelson Fieldhouse Fitness Center Committee
28. Outdoor Recreation Policy Board
29. Spirit Squad Standards Committee
30. Student Athlete Advisory Committee- SAAC (non-voting)

Appointed Positions

1. Athletic Council: To meet NCAA standards, the committee shall be comprised of at least one minority student-athlete.
2. Campus Recreation Policy Board
3. Campus Recreation Fee Committee
4. Athletic Student Administrative Fee Committee
5. Athletic Relations Sub Committee
6. HURD Council
7. Aggie Life and Wellness Center and Legacy Fields Policy Board

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. Officer will complete 1 info booth hour weekly.
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

Printed Name: ________________________________

Signed: ________________________________

Date: ________________________________