USUSA POSITION DESCRIPTION

USUSA Diversity & Organizations 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
3. Utah Leadership Academy (strongly encouraged)

The role of the Utah State University Student Association (USUSA) Executive Council is to enhance the quality of student life through academics, student concerns, activities, public relations, athletics, clubs, organizations, extension, graduate, and legislative student representation.

Duties
1. Be responsible for the Council of Clubs and Organizations:
   a. Act as the official liaison between diverse students and student clubs and organizations, USUSA Executive Council, and University Administration.
2. Provide a platform of support to those underrepresented in the student body.
3. Shal act as a liaison for student organizations from the following offices (including but not limited to):
   a. Inclusion Center
   b. Office of Global Engagement
      a. International Student Council
c. Latinx Cultural Center  
   d. Veteran Resource Office  
   e. Disability Resource Center  
   f. Religiously Diverse Students  
   g. Non-Traditional Students

4. Normalize an inclusive environment by providing and sponsoring programming surrounding diversity, equity, and inclusion.

5. Work cohesively with all members of the USUSA Executive Council in programming efforts toward diversity, equity, and inclusion promotion.

6. Shall act as a liaison between their office and each Senator to help coordinate club and/or organization activities.

7. Sponsor a week dedicated toward promoting diversity, equity, and inclusion (traditionally known as Diversity Week).

8. Co-plan with USUSA Student Events Vice President an Involvement fair that takes place during Traditions Week.

9. During the week of elections, the Diversity & Organizations Executive Director will be the financial auditor for candidates running for that same position. In the case that the officer chooses to re-run for the same position, a member of the elections committee will be the auditor.

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

11. 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.

Programs Sponsored

1. Council of USUSA Clubs and Organizations: The USUSA Council of Clubs & Organizations is composed of the Diversity & Organizations Executive Director, Diversity Director, Clubs Director, and six committee members. The purpose and role of the USUSA Council of Clubs & Organizations is to:
   1. Serve as a resource and governing body for USUSA Clubs & Organizations
   2. Act as a liaison for diversity, equity, and inclusion organizations within and outside of USUSA
   3. Connecting students to various services or getting involved in various clubs or organizations
   4. Provide programs and resources that help make student life easier and more enjoyable for non-traditional student groups.
   5. Approve the requests for new and returning USUSA Club registration and USUSA club funding requests.
   6. This council will be place to discuss the issues facing minority and marginalized

2. USUSA Diversity Training: The purpose of this Diversity Training is to normalize an inclusive environment by providing and sponsoring an hour long training for student leaders across campus in order to acknowledge the inter-sectional identities that each individual holds, improve student leaders cultural competency, educate them on the resources available for those students, and vow to continuously learn and be receptive to the needs of the underrepresented students at Utah State University. Diversity trainings shall be distributed to all identified student leaders on campus, and any other
interested parties, under the direction of the USUSA Diversity & Organizations Executive Director. These trainings may be adaptable, as it is appropriate from each differing student leader group to another. Diversity trainings may also change in general structure and layout over time so as to allow any needed flexibility to the ever-changing demographics of the general student population Utah State University. It is the responsibility of the USUSA Diversity & Organizations Executive Director to train their USUSA Council of Clubs & Organizations first and foremost, and then implement the assistance of that council the further distribution of the Diversity trainings for each identified student leader group from one academic school year to another.

Committee Assignments

1. USUSA Executive Council
2. USUSA Programming Board
3. University Student Fee Board (USFB)
4. USUSA Student Government Ad Hoc Committee Assignments
5. Student Advisory Council Co-Chair
6. USUSA Website Committee
7. USUSA Council of Clubs & Organizations (Chair)
8. International Student Council
9. Scheduling Committee
10. Inclusive Student Committee
11. Student Activities Administrative Fee Committee
12. Taggart Student Center Student Administration Fee Committee
13. Campus Recreation Fee Committee (Chair)
14. Student Health Advisory Committee
15. TSC Policy Board
16. Aggies Think Care Act (ATCA)
17. Select Search Committees
18. Athletic Gender/Minority Subcommittee

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 Diversity & Organizations Executive Director.

Printed Name: ____________________________

Signed: ____________________________

Date: ____________________________