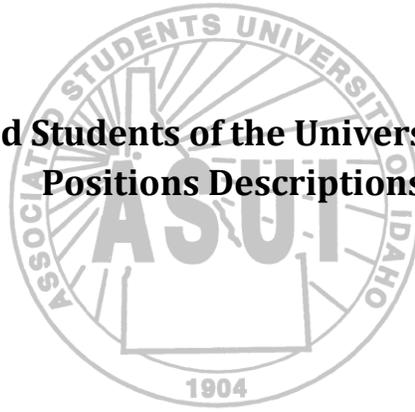


Associated Students of the University of Idaho

Positions Descriptions



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(Click job title to see position description)



Chief of Staff
Associated Students University of Idaho
JOB DESCRIPTION

Title: Chief of Staff
Dept.: Executive Branch

Date:
Reports To: ASUI President

Purpose:

To assist the ASUI President and members of the President’s Cabinet in fulfilling the strategic goals of ASUI.

Duties and Responsibilities:

- Handle the processing of all recruitment materials. This includes distributing the ASUI Student Government Involvement Applications and working with ASUI Board Chairs and Directors on optimal placement of interested students, and composing appointment bills for the ASUI Senate as appropriate.
- Develop goals and projects that support the ASUI Strategic Plan and facilitate their implementation by guiding, assisting, and encouraging ASUI Cabinet members.
- Maintain communication with ASUI Cabinet members via email and monthly individual meetings in order to ensure cooperation and goal accomplishment.
- Be in constant contact with the ASUI President and ASUI Senate regarding activities and goals of the ASUI Executive Branch.
- Chair ASUI Cabinet meetings weekly or as needed; this includes announcing the meeting well in advance, preparing an agenda, conducting preparatory research and planning, running the meeting effectively, and conducting follow-up activities.
- Maintain and update the Executive Job Descriptions file on the Shared Drive and ensure that all job descriptions are signed and discussed at the beginning of each Cabinet member’s term.
- Attending all meetings as requested by the ASUI President.

Qualifications:

Must understand and appreciate the ASUI Executive Branch’s role in the strategic position of ASUI and its capability to serve the university community.

Must have and maintain a cumulative GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

The Chief of Staff will be responsible for supervising the activities of all paid ASUI Executive positions.

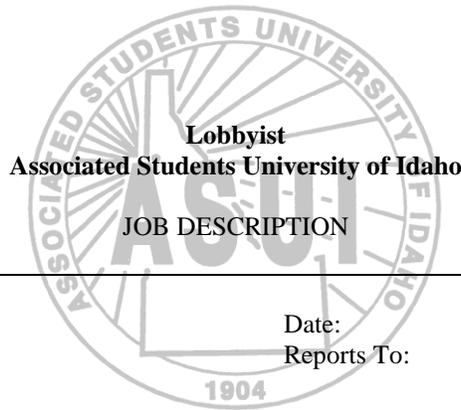
Position Type:

ASUI Chief of Staff is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



Lobbyist
Associated Students University of Idaho
JOB DESCRIPTION

Title: Lobbyist
Dept.: Presidential Cabinet

Date: _____
Reports To: ASUI President

Purpose:

To serve as the ASUI's representative to the Idaho State Legislature.

Duties and Responsibilities:

- Express ASUI opinions to state legislators and other elected officials.
- Present ASUI positions and policy established by the ASUI President to the State Legislature.
- Serve as co-chair of the ad-hoc ASUI Lobbying Committee established by the ASUI Vice President.
- Update the ASUI Senate on Lobbying efforts at least once per month.
- Assist in coordinating the annual ASUI Legislative trip in the spring.
- Develop opportunities for student involvement with the State Legislature.
- Maintain communication with the ASUI President weekly via telephone.
- Provide all requested information pertaining to the position to undergraduate students.
- Provide accurate expenditure reports and receipts to the ASUI Administrative Assistant for the Lobbyist expense account.
- Meet with the University of Idaho lobbyist to collaborate on issues beneficial to University of Idaho students.
- Attending all meetings as requested by the ASUI President.

Qualifications:

The Lobbyist must understand and appreciate the ASUI's policy's and role in the State Legislature and be familiar with the state of Idaho.

Must have and maintain a GPA of at least a 2.75 with a previous semester GPA of 3.0.

Position Type:

ASUI Lobbyist is a position lasts for the duration of the Idaho Legislative Session, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



**Director of Athletics
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Director of Athletics

Date:

Dept.: Presidential Cabinet

Reports To:

ASUI Chief of Staff
ASUI President

Purpose:

To promote spirited athletic support, bring excitement to students and alumni, and build a united culture around Vandal athletics by encouraging awareness of and participation in UI athletics programs.

Duties and Responsibilities:

- Advise the ASUI President on Athletics issues.
- Attend the Student Athletics Committee meetings.
- Coordinating Athletics interactions with ASUI.
- Holding regular posted hours in the ASUI Office.
- Monitoring the overall budget expenditures in relevant budgets.
- Attending Athletics events on a regular basis.
- Continuous development and maintenance of the Vandalizers for all athletic events.
- Meeting regularly with Athletic Department officials
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis.

Qualifications:

Director must have a passion for athletics and an understanding of what it means to participate in the UI athletic programs. Director must possess a desire to improve the quality of these programs and the level of student involvement.

Director must have and maintain a GPA of at least a 2.5.

Supervisory Responsibilities:

No supervisor responsibilities.

Position Type:

The Director of Athletics is appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



**Director of Diversity Affairs
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Director of Diversity Affairs

Date:

Dept.: Presidential Cabinet

Reports To: ASUI Chief of Staff
ASUI President

Purpose:

To work as an advocate for all multicultural organization and understanding between ASUI and the UI community by coordinating communication, advising other ASUI leaders, and assisting programming.

Duties and Responsibilities:

- Serve as the liaison between ASUI and the Office of Multicultural Affairs and the office of the Chief Diversity Officer
- Serve as the liaison between ASUI and student organizations dealing with diversity
- Communicate with cultural student support offices on campus, serving at the request of the President
- Collaborate with other ASUI leaders to encourage understanding and collaborative projects between diverse student organizations and ASUI boards and positions
- Advise the ASUI President on comments and concerns related to diversity affairs
- Hold five regular office hours
- Attend all UNITY meetings
- Hold Diversity Training and a UNITY meet and greet for ASUI each semester
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis.

Qualifications:

Director must have a demonstrated understanding and passion for improving the value of diversity at the university and experience being involved with a variety of multicultural organizations.

Director must have and maintain a GPA of at least 2.75 with a previous semester GPA of 3.0.

Supervisory Responsibilities:

The ASUI Director of Diversity Affairs is a cabinet-level position with no supervisory duties. Volunteers may be recruited for special projects.

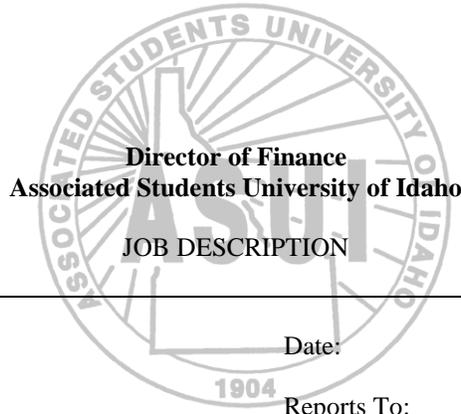
Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



Title: Director of Finance

Date:

Dept.: Presidential Cabinet

Reports To: ASUI Chief of Staff
ASUI President

Purpose:

To ensure ASUI is being fiscally responsible with the budget

Duties and Responsibilities:

- Holding regular posted hours in the ASUI Office
- Monitoring the overall budget expenditures in relevant budgets
- Reporting to the ASUI Senate at Open Forum on a monthly basis
- Assisting the ASUI President with all things related to the finances of ASUI
- Assisting the ASUI President in the student fee audit process
- Conducting the internal audits
- Informing all Directors and Board Chairs and ASUI Senate of their budgets and best budgeting practices
- Working in conjunction with Senate Finance Committee
- Keeping all records of ASUI's budget up to date and transparent to student body
- Assisting with financial analysis for Directors and Board Chairs to project savings or expenditures
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis.

Qualifications:

Directors must have a passion for ASUI, understand auditing process, and be comfortable working with large sums of money.

Directors must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Desired Qualifications:

Experience in IBC program, or an understanding of budgets and book keeping.

Supervisory Responsibilities:

This is a cabinet-level position with no supervisory duties. Volunteers may be recruited for special projects.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Signature

Date

**Director of Health and Wellness
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Director of Health and Wellness

Date:

Dept.: Presidential Cabinet

Reports To:

ASUI Chief of Staff
ASUI President

Purpose:

To promote health and well-being among students, staff, faculty, and the campus environment. To act as a liaison between students, ASUI, and health-related resources on campus. To educate students about college health issues and healthy decision making; and to serve an educator on health and wellness issues at the University of Idaho.

Duties and Responsibilities:

- Serve as the Student Co-Chair of the Vandal Health Coalition and maintain meaningful communication with the members of the coalition
- Collaborate with the Health Education Coordinator to write, edit, and publish a monthly “Healthy Campus” newsletter and distribute to campus buildings, residence halls, and Greek houses
- Collaborate with Vandal Health Education, Student Health Services, the Counseling and Testing Center, and Campus Recreation in order to improve ASUI’s involvement in health and wellness programming
- Actively find ways to provide educational programming to UI students on health and wellness issues
- Remain well informed of the terms of the Student Health Insurance Program (SHIP) and work to supplement the coverage with ASUI programming
- Advise the ASUI President on all questions, comments, and concerns related to ASUI’s involvement in health and wellness
- Hold five regular office hours each week
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis.

Qualifications:

Director must have an understanding of and appreciation for the health and wellness issues facing the UI community.

Director must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

The ASUI Director of Health and Wellness is a cabinet-level position with no supervisory duties. Volunteers may be recruited for special projects.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. This position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Signature

Date

Director of Policy
Associated Students University of Idaho

JOB DESCRIPTION



Title: Director of Policy

Date:

Dept.: Presidential Cabinet

Reports To: ASUI Chief of Staff
ASUI President

Purpose:

To advise and assist the ASUI President and provide information to the ASUI Senate and students at the University of Idaho on issues of university, local, state, and national policy

Duties and Responsibilities:

- Remain well-informed on issues of university, local, state, and national policy that may affect the students of the University of Idaho.
- Advise the ASUI President on matters of policy.
- Serve as a liaison between university policy administrators and ASUI.
- Attend meetings dealing with policy as requested by the ASUI President and Chief of Staff.
- Provide reports and aid in the communication of policy between the ASUI Cabinet and the ASUI Senate.
- Develop and implement programming to educate the UI community on important policy issues as they may arise.
- Conduct academically proficient campus surveys and focus groups to aid ASUI and University Administrators on policy matters.
- Hold five regular office hours
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis

Qualifications:

Must have an understanding of and appreciation for issues of policy that may affect the University of Idaho. They must have the critical reasoning skills to evaluate complex issues, and the ability to clearly express the results of student surveys.

Must have experience in understanding public policy and be able to conduct unbiased research and analysis on a variety of issues.

Director must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

This is a cabinet-level position with no supervisory duties. Volunteers may be recruited for special projects.

Position Type:

The ASUI Director of Policy is an appointed position by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date

**Director of Safety and Violence Prevention
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Director of Safety and Violence
Prevention

Date:

Dept.: Presidential Cabinet

Reports To:

ASUI Chief of Staff
ASUI President

Purpose:

To coordinate communication, advise other ASUI leaders, and direct programming related to safety and violence prevention on campus and in the community.

Duties and Responsibilities:

- Director will serve as a student representative on the University Safety and Loss Control Committee (USLCC) and maintain meaningful communication with the members of the committee.
- Director will collaborate with Dean of Student Violence Prevention Coordinator, Health and Wellness, Counseling and Testing Center, Women's Center, BEAR, Moscow Police, and ATVP.
- Director will actively find ways to provide educational programming to UI students on safety and violence prevention on campus.
- Director will work with Dean of Students Violence Prevention Coordinator to prepare and apply for grants related to student safety and violence prevention.
- Director will ensure the sustainability and implementation of the Green Dot Program.
- Director will hold regular office hours
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis.

Qualifications:

Must have an understanding of and appreciation for safety and violence prevention issues facing the UI community.

Must have and maintain a GPA of at least 2.75 with a previous semester GPA of 3.0.

Supervisory Responsibilities:

This a cabinet-level position with no supervisory duties. Volunteers may be recruited for special projects.

Position Type:

The ASUI Director of Safety and Violence Prevention is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



**Director of Sustainability
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Director of Sustainability

Date:

Dept.: Presidential Cabinet

Reports To: ASUI Chief of Staff
ASUI President

Purpose:

To increase environmentally responsible decisions and actions at the University of Idaho by continuously evaluating policies and practices regarding all aspects of environmental concern, as well as proposing and pursuing changes, programs, and projects.

Duties and Responsibilities:

- Develop and implement programming to educate the University of Idaho community and ASUI office on sustainability and environmental issues.
- Serve as liaison between the ASUI and the UI Sustainability Center.
- Communicate with student housing groups, UI administrative entities, and other ASUI leaders regarding their practices and impacts on the environment and sustainability.
- Collaborate with members of the Moscow community in order to develop collaborative programs between the City of Moscow and the UI.
- Advise the ASUI President on comments and concerns related to Sustainability at the UI.
- Plan and coordinate the Greek Recycling Competition held during the Spring semester.
- Hold five regular office hours per week
- Director will report to the ASUI Chief of Staff and ASUI President at weekly cabinet meetings
- Director will report to the ASUI Senate at Open Forum on a monthly basis.

Qualifications:

Must have an understanding of and appreciation for the environmental and sustainability issues that face the University of Idaho, the local region, and the world. Also must be passionate about educating others and providing ways for students to get involved and contribute to changing to responsible practices.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

The ASUI Director of Sustainability is a cabinet-level position with no supervisory duties. Volunteers may be recruited for special projects.

Position Type:

The ASUI Director of Sustainability is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Signature

Date



Communications Board Chair
Associated Students University of Idaho

JOB DESCRIPTION

Title: Communications Board Chair
Dept.: Presidential Cabinet

Date:
Reports To: Chief of Staff
President

Purpose:

To inform students and community members of available opportunities through the publication of the weekly student email; to run the Fall and Spring elections and create a transparent and open environment for university students. The Communications Board includes the position of Vice Chair, Community Relations Coordinator, Elections Coordinator, Web Designer and 2-3 Senators.

Duties and Responsibilities:

- Stay informed on events around campus and make sure they are accurately announced in the student email
- Facilitate and improve the Readership Program
- Helping the Elections Coordinator of the board with any needed assistance during elections
- Keeping a strong relationship with Student Media
- Serve as a member of the Student Media Board
- Developing and managing the board budget
- Holding regular office hours in the ASUI office
- Hold regular Communications Board meetings
- Attend weekly Cabinet meetings and monthly Senate meetings and give an updated report to the board
- Generating ideas for future improvement of the Communications Board and ASUI
- Hold regular tabling events spreading information to students about ASUI and its proceedings.

Qualifications:

The chair must have an understanding of the role that communications has in promoting engagement among students at the University of Idaho.

The chair must also have an understanding of software programs used such as Mailchimp, Wejoin, Orgsync and Facebook.

Must have and maintain a cumulative GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

The chair will supervise and delegate duties to the members of the Communications Board.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date

**Communications Board Vice Chair
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Communications Board Vice Chair

Date:

Dept.: Communications Board

Reports To:

Communications Board Chair
Chief of Staff

Purpose:

To be a facilitator in advertising ASUI Events to the University public and making ASUI more transparent to University students.

Duties and Responsibilities:

- Identifying and recruiting potential new Board members
- Creating the Events Around Campus email each week
- Promoting ASUI events as well as the activities of other University organizations.
- Creating the Spotlight position fliers for the Popcorn/Hot Cocoa Fridays to improve the University student's knowledge on ASUI member positions and descriptions.
- Be knowledgeable on Senate proceedings to be able to take the place of the Chair at Senate if necessary or requested.
- Facilitate duties assigned by the Chair.
- Hold a minimum of five office hours each weekly.

Qualifications:

Must have an understanding of and appreciation for the role that communications play in promoting civic engagement among students at the UI.

Must have excellent writing skills and knowledge of software programs used in producing newsletters.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

None.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. This position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Signature

Date



Community Relations Coordinator
Associated Students University of Idaho

JOB DESCRIPTION

Title: Community Relations Coordinator

Date:

Dept.: Communications Board

Reports To:

Communications Board Chair
ASUI Chief of Staff

Purpose:

The Community Relations Coordinator strives to foster mutually beneficial relationships between ASUI and the Moscow community. Additionally, the position works to facilitate opportunities with the broader community, ensuring that the student voice is heard while demonstrating student commitment to improving and contributing to our neighboring community.

Duties and Responsibilities:

- Raise awareness of local events and incentives to students through newsletters or working with student media
- Raise awareness of ASUI events to community members
- Remain current on all community legislation and other activities that affect the student body and report information to the Director of Policy
- Serve as ASUI liaison to the Mayor and different community entities by representing students at the Moscow Chamber of Commerce (MCOC), City Council, City Advisory Commission on Smart Transit, and other community conversation meetings
- Work directly with ASUI Communications Board, and with other Executive members of ASUI on projects involving the City of Moscow
- Develop a relationship University of Idaho Office of Community Partnerships.
- Plan events engaging the community and student leaders, especially the Moscow Leadership Luncheon in April.

Qualifications:

Must have knowledge of marketing, communications, and public speaking.

Desired Qualities:

Good knowledge of Moscow policies and local government proceedings.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Position Type:

This position is appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Signature

Date



**Elections Coordinator
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Elections Coordinator

Date:

Dept.: Communications Board

Reports To: Communications Board Chair
Chief of Staff

Purpose:

Lead and organize the elections process for ASUI student leader positions.

Duties and Responsibilities:

- Effectively advertise Senate and President/Vice President election petitions
- Organize and facilitate the mandatory Candidate's Meeting
- Organize open forums for the candidates
- Counting the votes by making sure to abide by the rules and regulations for districting.
- Announcing the results of the elections on the last day of elections following the Senate meeting.
- Ensuring that the candidates are abiding by the rules and regulations for campaigning and campaign finances.
- Holding hearings for those that have a complaint filed against them

Qualifications:

Must be able to abide by all the rules and regulations geared towards the position.

Must remain unbiased in all elections procedures.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

None.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. This position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



Web Designer

Associated Students University of Idaho

JOB DESCRIPTION

Title: Web Designer

Date:

Dept.: Communications Board

Reports To: Communications Board Chair
Chief of Staff

Purpose:

Keep the ASUI website up to date on all the upcoming and current events on campus.

Duties and Responsibilities:

- Remain knowledgeable of SiteCore and its inner workings.
- Table at various Communications Board events.
- Work with the board to coordinate elections.
- Work in an office environment.
- Invite constructive criticism of your own work.
- Keep a healthy relationship with the University's web coordinator.

Qualifications:

Be familiar with internet and computer technologies and display good grammar. Be able to work well on group projects and be available for volunteering.

Department Coordinator must have and maintain a GPA of at least a 2.75 with a previous semester GPA of 3.0.

Supervisory Responsibilities:

Department Coordinator will supervise the board members that serve in their department. The number of board members will be determined based on the needs of the board in consultation with the Board Chair and the ASUI President.

Position Type:

The web designer is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date



Funding Board Chair
Associated Students University of Idaho

JOB DESCRIPTION

Title: Funding Board Chair

Date:

Dept.: Presidential Cabinet

Reports To: ASUI Chief of Staff
ASUI President

Purpose:

To provide services and programs to assist student organizations with the achievement of their goals and missions while cultivating effective leadership at the University of Idaho.

Duties and Responsibilities:

- Ensuring the board and its members are fulfilling the mission statement
- Scheduling and running Funding Board Hearings
- Holding regular posted hours in the ASUI Office
- Monitoring the overall budget expenditures in relevant budgets
- Ensuring that board members are fulfilling their duties
- Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
- Reporting to the ASUI Senate at Open Forum on a monthly basis
- Attend Cabinet meetings weekly to report on the projects being performed by the board
- Assisting with the training of Funding Board members and Department Coordinators
- Attending Funding Board events on a regular basis

Qualifications:

Chair must have a passion for and understanding of what it means to participate in activities that involve student organizations at the UI in order to help other students achieve growth in their leadership skills.

Chair must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

Chair will be responsible for administrating all Funding Board members.

Position Type:

The ASUI Funding Board Chairperson is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date

**Commons and Union Board Chair
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Commons and Union Board Chair

Date:

Dept.: President's Cabinet

Reports To:

ASUI Chief of Staff
ASUI President

Purpose:

To represent the University of Idaho student's interests and expectations concerning the Idaho Commons and Union buildings on campus.

Duties and Responsibilities:

- Ensuring the board is fulfilling the mission statement
- Scheduling, setting agendas for, and running Commons and Union Board meetings
- Attending weekly meetings with Commons and Union administration
- Holding regular posted hours in the ASUI Office
- Monitoring the overall budget expenditures in relevant budgets
- Ensuring Coordinators are fulfilling duties
- Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
- Attending Cabinet meetings weekly
- Reporting to the ASUI Senate at Open Forum on a monthly basis
- Assisting with the training of Commons and Union Board members
- Obtaining student interests and desires to improve Idaho Commons and Union Buildings

Qualifications:

Must understand the important role that UI facilities play in student life, as well as appreciate the complex administrative relationships that go into their operations.

Must have and maintain a cumulative GPA of at least a 2.75 with a previous semester GPA of 3.0.

Supervisory Responsibilities:

Chairperson will be responsible for supervising the board members of the Idaho Commons and Union Board.

Position Type:

The ASUI Commons and Union Board Chairperson is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date

**Commons and Union Board Vice Chair
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Commons and Union Board Vice Chair

Date:

Dept.: Idaho Commons & Union Board

Reports To:

ICUB Chair
ASUI Chief of Staff

Purpose:

To assist the Chair and help implement programs and opportunities that benefit the students at the University of Idaho in the Commons and Student Union buildings.

Duties and Responsibilities:

- Contributes and develop ideas that will benefit the student population, ASUI, and ICUB.
- Performs duties as deemed necessary by the Chair
- Holds 5 regularly scheduled office hours based on the assigned workload

Qualifications:

Qualifications shall be based on the need of the Chair

Directors must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0

Supervisory Responsibilities:

None.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position is paid bi-weekly in accordance with the ASUI Rules & Regulations.

My signature below indicates that I have reviewed this job description, have received a copy of it, and fully understand the scope and duties of this job.

Signature

Date

**Commons and Union Board Coordinator
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Commons and Union Board
Coordinator

Date:

Dept.: Idaho Commons & Union Board

Reports To:

ICUB Chair
ASUI Chief of Staff

Purpose:

To review and improve the Commons and Union buildings in the interest of the University of Idaho's students.

Duties and Responsibilities:

- Scheduling and attending regular meetings with department heads and board members
- Understanding student union assets
- Editing and writing blurbs, captions and write-ups for artwork and artist displays
- Ensuring Coordination duties are filled
- Occasionally reporting to ASUI Senate at Open Forum on a monthly basis
- Responsible to perform duties as deemed necessary by their supervising Chair or Director
- Holds regularly scheduled office hours based on the assigned workload

Qualifications:

Qualifications shall be based on the need of the Chair or Director.
Must have a GPA of 3.0 for the previous semester or 2.75 cumulative.

Supervisory Responsibilities:

None.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position can be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Signature

Date



Recreation Board Chair
Associated Students University of Idaho

JOB DESCRIPTION

Title: Student Recreation Board Chair

Date:

Dept.: Presidential Cabinet

Reports To:

ASUI Chief of Staff
ASUI President

Purpose:

To seek improved programming and events revolving around the Student Recreation Center, its facilities, and student health in general, in the interest of the University of Idaho's students.

Duties and Responsibilities:

- Ensuring the board is fulfilling the mission statement
- Coordinating one Department of the Student Recreation Board
- Scheduling, setting agendas for, and running Student Recreation Board meetings
- Holding regular posted hours in the ASUI Office
- Monitoring the overall budget expenditures in relevant budgets
- Ensuring Department Coordinators are fulfilling duties
- Attending weekly Cabinet meetings
- Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
- Reporting to the ASUI Senate at Open Forum on a monthly basis
- Assisting with the training of Student Recreation Board members and Department Heads
- Attending Student Recreation Board events on a regular basis
- Planning and coordinate campus-wide recreational events including but not limited to the Vandal Fitness Challenge, 5k spirit sprint, and the Ice Bowl Challenge

Qualifications:

Chairperson must understand the important role that UI facilities and a healthy lifestyle play in student life, as well as appreciate the complex administrative relationships that go into their operations.

Chair must have and maintain a GPA of at least 2.75 with a previous semester GPA of 3.0.

Supervisory Responsibilities:

Chairperson will be responsible for supervising the Student Recreation Board Vice Chair & volunteers.

Position Type:

The ASUI Student Recreation Board Chairperson is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Date

**Recreation Board Vice Chair
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Student Recreation Board Vice Chair	Reports To:	Student Recreation Board Chair ASUI Chief of Staff
Dept.: Student Recreation Board	Date:	

Purpose:

To assist in seeking improved programming and events revolving around the Student Recreation Center, its facilities, and student health in general, for the interest of the University of Idaho's students.

Duties and Responsibilities:

- To assist the board chair in all of his or her duties which include but are not limited to;
- Ensuring the board is fulfilling the mission statement
- Scheduling, setting agendas for, and running Student Recreation Board meetings
- Holding regular posted hours in the ASUI Office
- Monitoring the overall budget expenditures in relevant budgets
- Reporting to the ASUI Recreation Board Chair on a regular basis
- Assisting with the training of Student Recreation Board members
- Attending Student Recreation Board events on a regular basis
- Communicating and working together with various businesses on events and prizes.
- Coordinating schedules for all board involved activities (e.g. tabling)
- Ensure the accurate production, ordering, and distribution of participant goods (e.g. shirts, bottles)

Qualifications:

Vice Chair must understand the important role that UI facilities and a healthy lifestyle play in student life, as well as an appreciation for the complex administrative relationships that go into their operations. Must possess good communication skills, adequate writing skill, and display sound organizational skills.

Vice Chair must have and maintain a GPA of at least 2.75 with a previous semester GPA of 3.0.

Supervisory Responsibilities:

Vice Chair will be responsible for ensuring that various recreational events are put on and run smoothly while ensuring the board chair's needs are met.

Position Type:

The ASUI Student Recreation Board Vice Chair is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Date

Vandal Entertainment Board Chair
Associated Students University of Idaho

JOB DESCRIPTION

Title: Vandal Entertainment Board Chair

Date:

Dept.: Presidential Cabinet

Reports To:

ASUI Chief of Staff
ASUI President

Purpose:

To enrich the co-curricular experience of all University of Idaho students by providing them with a diverse assortment of entertaining, fun and educationally focused, quality programs. To offer experience in developing life skills for students through interactive participation in the development, production, and implementation of programs.

Duties and Responsibilities:

- Ensuring the board is fulfilling the mission statement
- Coordinating the Vandal Entertainment Board
- Scheduling, setting agendas for, and running Vandal Entertainment Board meetings and retreats
- Holding five regular posted hours in the ASUI Office
- Monitoring the overall budget expenditures in relevant budgets
- Ensuring board members are fulfilling duties
- Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
- Reporting to the ASUI Senate at Open Forum on a monthly basis
- Attending weekly Cabinet meetings
- Assisting with the training of board members
- Attending Vandal Entertainment Board events on a regular basis
- Organization of the pre-event approval and post-event evaluation process, including submitting written reports including, but not limited to, income and expense data, attendance data and qualitative evaluation of each and all ASUI Vandal Entertainment events to the ASUI President and ASUI Senate monthly
- Working with board advisor(s) to plan a Vandal Entertainment Board retreat at his/her discretion
- Planning Palousafest and Finals Fest concerts in the fall and spring respectively.
- Leading the Board at the discretion of the ASUI President.

Qualifications:

Must have an active interest in various forms of entertainment and appreciate the wide array of production possibilities that are on the college circuit. Must understand the responsibilities associated with planning and implementing large and small scale events as required.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

This is a cabinet-level position. Chairperson will be responsible for supervising the board members.

Position Type:

The ASUI Vandal Entertainment Board Chair is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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Films Chair
Associated Students University of Idaho

JOB DESCRIPTION

Title: Films Chair
Dept.: Vandal Entertainment Board

Date:
Reports To: Vandal Entertainment Board Chair
Chief of Staff

Purpose:

To establish and maintain a series of quality Independent and Blockbuster Films.

Duties and Responsibilities:

- Assessing the needs of the university community and student body in the area of Independent and Blockbuster Films that benefit the student body and the university community as a whole.
- Fulfilling all of the duties ascribed in the ASUI Vandal Entertainment Board bylaws
- Serving as an involved member of the ASUI Vandal Entertainment Board
- Researching potential events/programs
- Generating and submitting event/program proposals to the Board for approval
- Collecting, creating, and distributing publicity materials for programs
- Developing and maintaining program area budget
- Creating movie attendance reports
- Meeting with ASUI Vandal Entertainment Board Chair and advisors as scheduled
- Holding five regular posted hours in the ASUI Vandal Entertainment Board office
- Attending ASUI Vandal Entertainment Board events on a regular basis
- Planning/outlining programs at least one semester in advance

Qualifications:

Must have an understanding of the role films play in student life at the university and an appreciation for the duties that bring them to campus.

Chair must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

None.

Position Type:

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**Lecture and Performing Arts Chair
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Lectures & Performing Arts Chair

Date:

Dept.: Vandal Entertainment Board

Reports To: Vandal Entertainment Board Chair
Chief of Staff

Purpose:

To research, develop, and present a variety of lecture and entertainment programs to the University of Idaho community, including entertainers, speakers, forums, and debates. The chair will utilize the resources that we have locally as well as the NACA in order to maintain a consistent presence at a low cost. The lectures will attempt to stimulate social and political awareness while remaining educating and entertaining. This chair will also research, develop, and present a variety of arts performances. These programs include comedians, novelty programs, roving artists, dance, and fine arts.

Duties and Responsibilities:

- Assessing the needs of the university community and student body in the area of lectures and performing arts
- Implementing programs and generating University-wide change in response to student needs which fall within its jurisdiction
- Fulfilling all of the duties described in the ASUI bylaws
- Serving as an involved member of the ASUI Vandal Entertainment Board
- Researching potential events/programs
- Generating and submitting event/program proposals to the board for approval
- Collecting, creating, and distributing publicity materials for programs along with the Promotions Chair of ASUI Vandal Entertainment Board
- Maintaining program area budget as decided upon by the ASUI Senate
- Meeting with ASUI Vandal Entertainment Board, ASUI Vandal Entertainment Board Chair, and advisors as scheduled
- Holding five regular posted hours in the ASUI office
- Attending all ASUI Vandal Entertainment events
- Being responsible for planning/outlining programs at least one semester in advance

Qualifications:

Must understand and appreciate the role that educational and entertaining lectures and performing arts play in student life at the UI and have a passion for bringing these events to campus.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Position Type:

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**Promotions Chair
Associated Students University of Idaho**

JOB DESCRIPTION

Title: Promotions Chair

Date:

Dept.: Vandal Entertainment Board

Reports To: Vandal Entertainment Board Chair
ASUI Chief of Staff

Purpose:

To create marketing and promotional materials for ASUI Vandal Entertainment events including but not limited to: flyers, posters, banners, advertisements, tickets, etc. as needed. To update and maintain social media for the Vandal Entertainment Board as well as managing a promotional Street Team.

Duties and Responsibilities:

- Assessing the needs of the university community and student body in the area of productions promotions
- Fulfilling all of the duties ascribed in the Vandal Entertainment Board bylaws
- Serving as an involved member of the Vandal Entertainment Board
- Collecting, creating, and distributing publicity materials for programs
- Training and facilitating meetings with Street Team members
- Developing and maintaining program area budget
- Meeting with the Vandal Entertainment Board Chair and advisors as scheduled
- Holding regular posted hours in the ASUI Office
- Attending all Vandal Entertainment events on a regular basis
- Being responsible for planning/outlining programs at least one semester in advance
- Work with graphic designer and other Chair's to create timely promotional items
- Disseminate promotional materials across campus and in the community using a variety of media outlets (radio, newspaper, posters, etc.).
- Work with classrooms and teachers to collaborate on events and encourage attendance

Qualifications:

Must have the skills required to produce effective promotions for the ASUI Vandal Entertainment Board and must have an appreciation for the role that these advertisements play.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

Supervises the Vandal Entertainment Street Team members. The number of members will be determined based on the needs of the board in consultation with the Board Chair and the ASUI President.

Position Type:

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Small Concerts Chair
Associated Students University of Idaho

JOB DESCRIPTION

Title: Small Concerts Chair

Date:

Dept.: Vandal Entertainment Board

Reports To: Vandal Entertainment Board Chair
ASUI Chief of Staff

Purpose:

To provide musical events that cost less than \$5,000. Programs will include local and regional bands and performers with an unlimited genre. To explore various programming and event venues, as well as the intricacies of concert production to offer the students the best possible musical and performance art programs available while considering payment for these services.

Duties and Responsibilities:

- Assessing the needs of the university community and student body in the area of small scale musical events
- Fulfilling all of the duties described in the ASUI Vandal Entertainment Board bylaws
- Serving as an involved member of the ASUI Vandal Entertainment Board
- Researching potential events/programs
- Generating and submitting event/program proposals to the Board for approval
- Collecting, creating, and distributing publicity materials for programs
- Training of Board/Department members
- Developing and maintaining program area budget
- Meeting with ASUI Vandal Entertainment Board Chair and advisors as scheduled
- Holding five regular posted hours in the ASUI office
- Implementing and attending ASUI Vandal Entertainment Board events on a regular basis
- Identifying and recruiting potential new Board members
- Being responsible for planning/outlining programs at least one semester in advance
- Working with agents and artists to contract performances
- Arranging day of show and travel schedules
- Working with SPL to arrange and coordinate the sound and tech requirements of each show
- Providing hospitality for all performers

Qualifications:

Must be familiar with local musicians and appreciate the role that their performance plays in student life at.

Must have and maintain a GPA of at least a 2.75 or a previous semester of 3.0.

Supervisory Responsibilities:

None.

Position Type:

This is a one-year position, appointed by the ASUI President and confirmed by the ASUI Senate. The position will be paid bi-weekly in accordance with the ASUI Rules & Regulations.

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