

**STUDENT SENATE BYLAWS**  
**CHAPTER VI**  
**STUDENT SENATE STUDENT SERVICES**

**SECTION 1: STUDENT SERVICES**

- A. Center for Peer Education – The Center for Peer Education provides education on issues pertaining to the use drugs, alcohol, and tobacco, health issues, sexuality, and other relevant issues on campus. The office will work closely with volunteers that involve interested students in various educational and social events. The Center for Peer Education will have one Coordinator focusing on drug, alcohol, tobacco issues and on health and sexuality issues. There will also be one Assistant Coordinator to assist the Coordinator at the discretion of Student Senate.
- B. Legal Services – Legal Services provides legal advice and assistance to students at no additional expense beyond student fees. Students can make appointments through the Student Activities Administrative Assistant for appointments during two days of the class week that the contracted lawyer will be at the University Center. Legal Services is a contracted position with one lawyer, who is able to subcontract to others with Student Senate approval if he or she is unable to conduct all the required office hours.
- C. National Student Exchange – The National Student Exchange provides UNC students the opportunity to pay tuition and other University related fees at the UNC rate while attending one of more than one hundred fifty other schools in the United States. The staff prepares the UNC students with the paperwork required to attend other schools through the National Student Exchange; and, in addition, the staff provides social and support activities for the student who have come from other schools to UNC. This service is active throughout the academic year, but the most intensive activity is during registration times when the staff prepares for incoming students. The staff will consist of one Coordinator and one Assistant Coordinator hired at the discretion of Student Senate.
- D. Off Campus Housing – Off Campus Housing collects information on a variety of available housing situations including apartment, rental houses and other housing. This information is updated daily and placed in the display case outside the office which is available for viewing during normal operating hours of the University Center. The information can also be found on the Off Campus Housing website. The service also works with the rental community to make more information and better living available to students. This includes, but is not limited to, arranging a spring off campus housing fair. This service consists of one Coordinator and one Assistant Coordinator hired at the discretion of Student Senate.

**SECTION 2: COORDINATORS AND ASSISTANT COORDINATORS**

- A. Qualifications for Coordinators and Assistant Coordinators
  1. UNC student as defined by the Student Body Constitution
  2. At least twelve (12) credit hours enrolled in and successfully completed in the Fall and Spring semesters for undergraduates. At least nine (9) credit hours enrolled in and successfully completed in the Fall and Spring semesters for graduates.
  3. Minimum cumulative grade point average of 2.5. During the semesters in the position a 2.0 semester grade point average is required.
  4. Must have all skills and abilities required to succeed in the position.
- B. Hiring  
The hiring process is outlined in Chapter V, Personnel.
- C. Employment
  1. Coordinators will be remunerated in the amount of in-state undergraduate tuition and fees for their time in the position.

2. Assistant Coordinators will be remunerated in the amount of three quarters of in state undergraduate tuition and fees for their time in the position.
3. The term of employment will be from the beginning of the Fall semester or time of appointment until the last day of the Spring semester.
4. In the event of resignation or removal, the coordinator or assistant coordinator will only be paid for their time in the position. In the event of vacancies in both positions, the Director of Student Affairs will be responsible for the day to day operations of the position until it is filled through a hiring process.
5. The Director of Student Affairs will be responsible for organizing any training necessary.

D. Job Description of Coordinators

1. Maintain at least twelve office hours per week. These hours must be between 8:00 and 5:00 Monday through Friday and must fall on at least three different days.
2. Attend any and all Coordinator meeting and/or retreats organized by the Director of Student Affairs.
3. Maintain communication with the Director of Student Affairs and the Assistant Coordinator.
4. Create monthly reports for the Director of Student Affairs that detail the activities, services, and expenses of the student service in the past month.
5. Keep accurate financial records for use during SFAP.
6. Oversee all operations, functions, and programs of the student service.
7. Maintain open and effective communication with members of the student body, Student Senate, staff, administration, and members of the community involved with the student service.
8. Be responsible for the purchasing of any supplies and services needed by the student service.
9. Continually update a policy and procedure manual to ease the transition to the next student to hold the position.
10. Completes other assigned tasks from the Director of Student Affairs related to the position.
11. Follow all Student Senate bylaws, the Student Body Constitution and any official action of Student Senate

E. Job Description of Assistant Coordinators

1. Maintain at least nine office hours per week. These hours must be between 8:00 and 5:00 Monday through Friday and must fall on at least two different days.
2. Attend any and all Student Services meetings organized by the Director of Student Affairs.
3. Maintain communication with the service Coordinator(s).
4. Be responsible for all public relations related to the service including advertising, establishing campus co-sponsorship of events, and facilitating contests at events.
5. Be responsible for normal office functions such as typing, filing, letter writing, etc.
6. Maintain the service bulletin board within Student Activities.
7. Assist the service Coordinator in any duties assigned by the Coordinator.
8. Continually update a policy and procedure manual to ease the transition to the next student to hold the position.
9. In the event of the resignation or removal of the Coordinator, shall fulfill daily duties of the Coordinator during the hiring process.
10. Follow all Student Senate bylaws, the Student Body Constitution and any official action of Student Senate.

**SECTION 3: CENTER FOR PEER EDUCATION (CPE)**

A. Job Description for CPE Coordinator

1. Implement a recruiting and orientation program to increase CPE volunteers' knowledge.
2. Act as student advisors to the BACCHUS volunteer group by attending all meetings, communicating with executive members, coordinating some activities.
3. Provide alternative social activities for the UNC campus.
4. Coordinate activities to educate the student body.
5. Coordinate events during the annual awareness week

6. Maintain and update CPE resources of using substances responsibly and legally in the State of Colorado.
  7. Assist campus groups as requested with activities related to drugs, alcohol, and/or tobacco.
  8. Conduct drug, alcohol, and tobacco education programs throughout the academic year.
  9. Assist campus groups as requested with activities related to health and sexuality.
  10. Work with the University Health representative on the Sexual Assault Free Environment Committee.
  11. Conduct health and sexuality education programs throughout the academic year.
- B. Job Description for the Assistant Coordinator
1. Recruit volunteers for CPE.
  2. Assist with planning and facilitating all activities and program sponsored by CPE.
  3. Participate in the BACCHUS volunteer group by attending at least one meeting per month and coordinating at least one activity with the participants.

#### **SECTION 4: NATIONAL STUDENT EXCHANGE (NSE)**

- A. Coordinator Job Description
1. Implement the on-campus NSE student application process. Supervise the application and screening procedures of those going to other campuses.
  2. Maintain files for all NSE students.
  3. Attend the NSE National Convention.
  4. Assist with class registration, financial aid, and housing for students on exchange and returning UNC students.
  5. Organize activities for NSE students while at UNC.
- B. Assistant Coordinator Job Description  
Assist the Coordinator in any task assigned by the Coordinator.

#### **SECTION 5: OFF CAMPUS HOUSING**

- A. Coordinator Job Description
1. Assists students in finding off campus housing.
  2. Solicits new listings from landlords and gathers other pertinent information about the Greeley rental market and the area of Greeley.
  3. Provides general information to the student body such as:
    - a. landlord/tenant relationships
    - b. tenant rights and responsibilities
    - c. additional sources to find off campus housing
    - d. suggestions from roommate conflict resolution
    - e. suggestions during landlord/tenant conflicts
  4. Facilitates the publication of the Greeley Apartment Guide.
  5. Organizes the Spring Off Campus Housing Fair
  6. Organizes and presents other programs pertinent to off campus housing.
- B. Assistant Coordinator Job Description  
Assist the Coordinator in any task assigned by the Coordinator.

#### **SECTION 6: POSITION FOLLOW-UP**

- A. In order to ensure that quality work is being performed in these paid positions, the Director of Student Affairs and the Student Senate Advisor will perform a semester review of each position. If, after the review following the Fall semester, the quality of work is found to be inadequate, the Director of Student Affairs shall file a grievance for removal as outlined in Chapter XII.
- B. Each service Coordinator and Assistant Coordinator shall be required to perform a semester self-evaluation (Appendix A and B)

- C. If a service Coordinator or Assistant Coordinator wishes to return to their position for another year, the Director of Student Affairs and the Student Senate Advisor will perform an End of the Year Evaluation (Appendix C) in addition to the semester review. If after the review and evaluation both the Director of Student Affairs and the Student Senate Advisor feel that it would be beneficial to rehire, the Director of Student Affairs shall propose so at the last Student Senate meeting of the Spring semester. A two thirds vote is required to rehire. If the decision is not to rehire, there shall be a hiring process at the beginning of the next academic year, in which the candidate may again apply.

*Revised , October 2009*

**APPENDIX A: SELF-EVALUATION, SERVICE COORDINATOR**

Please answer the following questions regarding your performance as Student Senate Service Coordinator for the past semester.

Name: \_\_\_\_\_

Student Service: \_\_\_\_\_

Semester: \_\_\_\_\_

What kind of programs/events did your office conduct during the past semester?  
\_\_\_\_\_  
\_\_\_\_\_

Please list any conferences/meetings attended or hosted by your office?  
\_\_\_\_\_  
\_\_\_\_\_

What were the biggest obstacles you had to overcome during the semester?  
\_\_\_\_\_  
\_\_\_\_\_

Approximately how many students utilized your service during the past semester?  
\_\_\_\_\_

Do you feel that you had adequate training for this position? Do you have recommendations for future training?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you feel about your workload? (Too much, not enough, etc. Please explain)  
\_\_\_\_\_  
\_\_\_\_\_

How could your office have performed its duties better in this past semester?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did your office do extraordinarily well this semester?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three goals that you would like to see your office accomplish next semester.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX B: SELF-EVALUATION, SERVICE ASSISTANT COORDINATORS**

Please answer the following questions regarding your performance as a Student Senate Service Assistant Coordinator for the past semester.

Name: \_\_\_\_\_

Student Service: \_\_\_\_\_

Semester: \_\_\_\_\_

What were the biggest obstacles you had to overcome during the semester?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you feel that you had adequate training for this position? Do you have any recommendations for future training?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you feel about your workload? (Too much, not enough, etc. Please explain.)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How could your office have performed its duties better in this past semester?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did your office do extraordinarily well this semester?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name you major goal that you would like to see your office accomplish next semester.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX C: END OF YEAR EVALUATION**

Date: \_\_\_\_\_

Student Service: \_\_\_\_\_

Coordinator/Assistant Coordinator: \_\_\_\_\_

Evaluator: \_\_\_\_\_

With regards to your office, what have you accomplished this year?

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What was a challenge or setback that you faced in the office and how did you overcome it?

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What are your goals for next year?

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Why should Student Senate rehire you for this position?

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