



ASSOCIATED STUDENTS OF WWU

# Board of Directors

## Fall Information Fair Coordinator

### Hourly Position

#### Position Statement of Purpose:

Responsible for organizing and implementing the AS Red Square Fall Information Fair.

#### Term of Position:

Position begins the first day of classes Spring Quarter June 22nd and ends September 30th. Required to take one week unpaid vacation during position term. Position requires up to 10 hours per week during June and July and up to 15 hour per week during August and September.

#### Wage:

Level III (\$9.15/hour)

#### Reportage:

The Information Fair Coordinator reports to the AS Board Program Assistant.

#### Required Qualifications:

1. Must be enrolled as a full-time student during fall quarter of employment.
2. Must maintain a minimum 2.00 cumulative grade point average.
3. Must **not** be a salaried AS Employee in the fall as training interferes with planning for this event.

#### Recommended Qualifications:

1. Basic clerical and office skills.
2. Proficiency in word processing, spreadsheets, and mail merge.
3. Pleasant telephone manner.
4. Ability to work with diverse groups of people.
5. Excellent spelling and grammar skills.
6. Time management and organizational skills.
7. Ability to work with a minimum of supervision in an atmosphere of ongoing distractions.
8. Knowledge of the Associated Students offices and resources.
9. Experience with organizing and facilitating activities or events.

#### AS Responsibilities:

1. Follow all AS Policies and By-laws.

#### Position Responsibilities:

1. Plan, organize and implement the AS Red Square Fall Information Fair.
2. Communicate with departments, club representatives, businesses and non-profit organizations by telephone, email, and in person about their involvement with the AS Info Fair.
3. Maintain a notebook containing all information gathered from Info Fair participants.
4. Coordinate with the Business Director on all financial aspects of the Info Fair.
5. Word process, type, copy, file, and distribute materials as directed.
6. Provide office coverage as needed including receptionist duties and assisting Board members.
7. Update the Info Fair Procedures Book and this job description as needed.
8. Perform other duties as assigned by the Program Assistant.

**The Associated Students is an Equal Opportunity Employer.**

*Job Descriptions are subject to change in accordance with the A.S. Employment Policy.*

Revised: 5-6-09