

**To: Associated Students Board of Directors**

**From: AS Personnel Committee**

**Date: Saturday, February 29<sup>th</sup>, 2012**

**RE: Job description revisions**

AS Employment Policy section 4.04 states,

**4.04 Position Changes and Alterations**

i) Substantial Position Changes & Alterations

The AS Board of Directors, in conjunction with the AS Personnel Director, may adjust employee's salaries and substantive changes of job descriptions in accordance with Washington State Law and university policies. AS job descriptions may be adjusted at any time to fit the organization's needs.

ii) Minor Position Changes & Alterations

The AS Personnel Committee may adjust job duties in accordance with Washington State Law and university policies. AS job descriptions may be adjusted at any time to fit the organization's needs.

iii) All changes made in Personnel Committee will be presented to the Board of Director's in an acknowledgement system during the following AS Board of Director's meeting.

iv) If the AS Board of Directors decides to omit a paid AS Employee's position, they will be required to inform the employee at least four weeks before the position is terminated.

In preparation for spring hiring, the AS Personnel Committee has made and is proposing changes to certain job descriptions. All current position holders have been consulted on these changes. In accordance with part i, we are recommending that the Board vote to affirm changes made in the following job descriptions:

<b>Position</b>	<b>Job Description Change(s)</b>
AS Women's Center Program Support Staff  <i>(Recommendations made in conjunction with the assessment process conducted by the AS Structure &amp; Program Advisory Committee)</i>	<ul style="list-style-type: none"><li>• Rename position "AS Women's Center Assistant Coordinator for Creative Programming"</li><li>• Change position from hourly to salary (position is currently paid as hourly, but responsibilities are more congruent with a salaried position: self-directed, attends trainings, and does legacy documents)</li><li>• Change to results-oriented job description</li><li>• Excluding the Labyrinth journal, require event programming: 1 in fall, 1 in winter, and 2 in spring quarters</li><li>• Increase hours from 10 to 15 (currently doesn't have enough hours for ROP staff meetings, attending trainings, and event requirements being proposed)</li><li>• Add Women's Center responsibilities</li><li>• See minor changes in JD</li></ul>

AS Personnel Office Coordinator	<ul style="list-style-type: none"> <li>• Change position from hourly to salary (position is currently paid as hourly, but responsibilities are more congruent with a salaried position: self-directed, attends trainings, and does legacy documents)</li> <li>• Increase hours from 10 to 15 (not enough hours to fulfill position responsibilities, including, but not limited to: attending training, document filing, personnel appreciation, closing out jobs, spring and ongoing hiring, employee relations and grievances, contributing to Personnel Committee as needed, and other office projects)</li> <li>• Add Personnel Office responsibilities</li> <li>• See minor changes in JD</li> </ul>
AS Assessment Associate Director	<ul style="list-style-type: none"> <li>• Increase spring hours from 5 to 10</li> </ul>

In accordance with parts ii and iii, we are forwarding to the Board our job description revisions for acknowledgement:

<b>Position</b>	<b>Job Description Change(s)</b>
AS Environmental Center Coordinator	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> <li>• See minor changes in JD</li> </ul>
AS Business Assistant Director	<ul style="list-style-type: none"> <li>• Add serving on AS Steering Committee</li> </ul>
AS KVIK Coordinator	<ul style="list-style-type: none"> <li>• See minor changes in JD</li> </ul>
AS Alternative Transportation Coordinator	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> <li>• See minor changes in JD</li> </ul>
AS Veterans Outreach Center Coordinator	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> <li>• See minor changes in JD</li> </ul>
AS Personnel Director	<ul style="list-style-type: none"> <li>• Add Personnel Office responsibilities</li> <li>• See minor changes in JD</li> </ul>
AS Personnel Assistant Director	<ul style="list-style-type: none"> <li>• Add Personnel Office responsibilities</li> <li>• See minor changes in JD</li> </ul>

## **Associated Students of Western Washington University**

ROP Women's Center

Assistant Coordinator for Creative Programming

### **About the Position**

The Women's Center (WC) Creative Programming Coordinator serves as editor for the Labyrinth journal and implements new, creative expression events each quarter, among other related activities. These events should follow the mission of the Women's Center while reaching out to a more diverse audience.

### **Position Classification**

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community.

Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department.

### **About the Department**

The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Women's Center (WC) is committed to supporting, educating and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

### **Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. [Add additional term stipulations here.](#)

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.

- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Interest in Women's and gender related issues and identities
- Basic knowledge of department and position specific responsibilities
- Knowledge of or experience with event planning

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - Providing unbiased, nonjudgmental, and accurate information and services to students.
  - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  - Providing a confidential, safe, and inclusive space for students.
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the ROP offices.
  - Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:

- Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
- Collecting and inputting office traffic forms.
- Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

### **Women's Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center by:
  - **Attending all office meetings as scheduled.**
  - **Establishing and maintaining an effective working relationship with all WC staff.**
  - **Planning short- and long-term goals for the WC with office staff and the ROP Director.**
  - **Continually receiving feedback from participants of events and services.**
  - **Maintaining continual communication with WC staff and interns outside of meetings.**
- Promote gender-related events and services to the campus community by:
  - **Being aware of and posting gender-related events to appropriate calendars.**
  - **Publicizing Women's Center services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.**
- Foster working relationships with pertinent campus and community resources by:
  - Collaborating with gender-related clubs and organizations on campus.
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Women's Empowerment and Violence Education (WEAVE), Crime and Sexual Assault Services (CASAS), Western Men Against Violence, Womencare Shelter, Domestic Violence and Sexual Assault Services (DVSAS), YWCA, American Association of University Women (AAUW), organizations that focus on Women's health, etc.
- Create an atmosphere of gender-inclusivity within the offices and programs by:
  - Portraying a diverse representation of Women's identities.
  - Striving to include all gender identities and expressions within the office.
  - Outreaching specifically to marginalized genders.

### **Position Responsibilities**

- Provide platforms of creative expression for the campus community by:
  - Planning and implementing gender-related events, excluding the Labyrinth journal: one in fall, one in winter, and two in spring.
  - **Assisting Women's Center staff in their event programming.**
  - **Performing other duties as needed or assigned.**
- Ensure that the Women's Center's annual Labyrinth journal is a quality publication by:
  - Developing a theme
  - Establishing deadlines for submissions and work
  - Promoting initial submissions through publicity, class raps, social media, and other methods designed to reach a diverse population of students.
  - Working with the Publicity Center on the design and structure.
  - Working with the Women's Center Coordinator to keep the production within budget.
  - Recruiting and training volunteers to assist in submission evaluation and publicity such as classroom outreach.
  - Reviewing all submissions, selecting some for print and display, and corresponding with submitters

- Working with the AS VU Gallery Director to plan and implement a VU Gallery showing.
- Distributing the Labyrinth journal to appropriate campus venues and advertising its availability

**Salary**

This position will receive approximately \$4,838.06 per position term or about \$254.63 per 2-week pay period.

**Reportage**

This position reports directly to Women's Center Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.

# ROP - Women's Center Program

## Support Staff (hourly) *(Original)*

**About the Position:** The Women's Center (WC) exists to provide the Western community with support, the opportunity to exchange ideas and become aware of women's issues through programming, resource referral, and the development of a "safe space" on campus. Historically, politics and public debate on women's issues has been an integral part of the WC. The Program Support Staff is responsible for facilitating this process in collaboration with the Coordinator and Assistant Coordinator.

**About the Department:** The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

**Term of Position:** This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. The position holder will be compensated for training and orientation. This position requires an average of 10 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is not *required* or *expected* to work during winter or spring breaks.

### **Position Responsibilities:**

Devote a total of ten (10) hours per week to AS business.

Establish, post and maintain a minimum of six (6) office hours per week.

Plan short-term and long range goals for the WC with the ROP Director and WC Coordinator and Assistant Coordinator.

Establish and maintain an effective working relationship with the WC Coordinator and Assistant Coordinator.

Facilitate the development and publishing of the WC literary journal, Labyrinth. This includes:

Serving as editor.

Managing submissions and selection notification process.

Recruiting and training volunteers to assist in submission evaluation and publicity such as classroom outreach.

Managing and maintaining adequate publicity aimed at soliciting submissions from writers and artists from various backgrounds.

Managing and maintaining adequate publicity for literary and art related events, the Labyrinth release party, and distribution of Labyrinth.

Managing the budget (in conjunction with the Coordinator).

Coordinating the printing and recording of submissions.

Planning a release party.

Coordinating the Labyrinth Art Exhibit.

Maintaining confidentiality of the Labyrinth reviewing process.

Establish an appropriate working relationship with related organizations (as they relate to Labyrinth) including, but not limited to: AS Publicity Center.

AS Review.

VU Gallery.

KUGS.

Related Academic Departments (English, Women Studies, Art, etc.).

Maintain and update the Women Center library and oversee the cataloging of books and the checkout process.

Assist clients within the scope of training.

Establish an appropriate working relationship with related organizations (as they relate to the office) including, but not limited to:

Job Postings

[https://jobs.wvu.edu/JobPosting.aspx?JPID=1471\[4/8/2010 10:44:18 AM\]](https://jobs.wvu.edu/JobPosting.aspx?JPID=1471[4/8/2010 10:44:18 AM])

WEAVE.

Western Men Against Violence.

Domestic Violence and Sexual Assault Services (DVSAS).

Lummi Victims of Crime.

Womencare Shelter.

Maintain office communications (voice mail, e-mail, and campus mail).

Help coordinate and implement office events and activities.

Help coordinate publicity and outreach for office and activities.

Provide training to incoming Program Support Staff during spring quarter.

Compile a Labyrinth training packet with posters, expenditure requests, submissions, etc.

Perform other duties as needed or assigned.

### **Resource and Outreach Programs Responsibilities:**

Establish and maintain an effective working relationship with other ROP team members.

Behave in a manner that communicates the ROP philosophy which includes providing unbiased, non-judgmental information to

students.

Participate in ROP inclusive events (such as VU Late Night, Red Square Info Fair, etc.).

Attend Fall Training Retreat, Spring Training and all ROP staff meetings.

Attend weekly meetings with ROP Director as scheduled.

Co-sponsor 3 events with other ROP offices during the academic year.

Turn in paperwork to ROP Director in a timely manner (program planning worksheets before any time or money has been devoted

to an event and event evaluations within one week after events).

Participate in office-tracking systems in order to assess client use, frequently asked questions/concerns, etc. Turn in weekly to the

ROP Director.

**Required Qualifications:**

Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduates.

Must maintain a minimum 2.00 cumulative grade point average.

Must be available for all AS orientations and trainings.

Must be able to uphold all **AS responsibilities**.

**Preferred Qualifications:**

Organizational and time management skills.

Ability to communicate and work effectively with a wide variety of people.

Ability to work independently and responsibly.

Ability to work collaboratively with multiple people and organizations.

Ability to work within deadlines and problem solve.

Ability to work flexible hours.

**Reportage:** The WC Program Support Staff reports to the WC Coordinator and the ROP Director.

**Academic Emphasis:** N/A

**Job Location:** Western Washington University - Viking Union

**Salary:** \$8.85/hour



## **Associated Students of Western Washington University**

AS Personnel Office

AS Personnel Coordinator

### **About the Position**

The Personnel Coordinator works as a twofold position. The first aspect is that the position is required to serve as the office assistant by offering clerical support for the Personnel Director and Assistant Director, as well as the organization as a whole. This position is also charged with coordinating all AS-wide recognition activities.

### **Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, the placement of work-study positions, and organizing AS-wide employee recognition and Staff Development. The current office is charged with assessing the needs of the organization concerning day-to-day activities and supporting AS employees whenever possible.

### **Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. [Add additional term stipulations here.](#)

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Basic typing, filing, and general clerical skills.
- Ability to communicate effectively as well as follow directions.

- Work well with people.
- Basic interest in student concerns.
- Work flexible hours, some evening work may be requested.
- Experience with personal computers and basic applications, specifically Excel and Word.
- Self-motivated to seek out information regarding personnel, structural and procedural questions.
- Knowledge of, and sensitivity to, confidentiality regulations.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Personnel Office Responsibilities**

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - **Attending all Personnel Office meetings as scheduled.**
  - **Establishing and maintaining an effective working relationship with all Personnel Office staff.**
  - **Plan short- and long-term goals for the Personnel Office.**
  - **Providing support for office co-workers.**
  - **Maintaining regular communication with Personnel Office staff outside of meetings.**
  - **Evaluating and seeking feedback on services provided by the Personnel Office.**
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Managing search committees of AS employees.
  - Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.
- Foster working relationships with other AS and campus offices by:

- Sending regular e-mails to AS staff members.
- Working with university Human Resources, Student Employment, and the Equal Opportunity Office.
- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door locked and appropriate file cabinets secured when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.

### **Position Responsibilities**

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting an average of 15 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
  - 
  - Distributing, collecting, and tracking quarterly evaluations of AS employees as designated by the Personnel Director
- Foster an inclusive environment of high energy and appreciation throughout the Associated Students by:
  - Organizing an ongoing employee recognition program
  - Organizing and facilitating quarterly Staff Appreciation weeks.
  - Organizing and facilitating a monthly Student Employee of the Month program.
  - Organizing the AS Banquet at the end of the school year for all AS salaried, hourly and work-study employees.
  - Organizing the Professional Staff Appreciation Week.
- Ensure the functionality and efficiency of the Personnel Office by:
  - Developing a strong working knowledge of the Associated Students organization and its structure.
  - Providing support for the Personnel Director and the Personnel Assistant Director.
  - Maintaining Personnel Office files and records.
  - Assisting the Personnel Director in typing and distribution of documents.
  - Maintaining and monitoring a centralized file of all employees which should include an accurate list of all employees' names, addresses, phone numbers, dates of hire, positions, as well as salary and wage rates.
  - Performing other duties as necessary.
- Support the Personnel Director and the Personnel Assistant Director by:
  - Assisting with AS-wide events including Staff Development, Job Fair and New Hire Night.

### **Salary**

This position will receive approximately \$5,463.79 per position term, which is about \$287.57 per 2-week pay period.

### **Reportage**

This position reports directly to Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised Feb. 16, 2012



## **Associated Students of Western Washington University**

Personnel Office

Personnel Coordinator (hourly)

### **About the Position**

The Personnel Coordinator works as a twofold position. The first aspect is that the position is required to serve as the office assistant by offering clerical support for the Personnel Director and Assistant Director, as well as the organization as a whole. This position is also charged with coordinating all AS-wide recognition activities.

### **About the Department**

The Associated Students Personnel Office provides services and resources for AS programs, employees and clubs and which helps facilitate the day-to-day operations of the Associated Students. The Personnel Office is responsible for the hiring process of all AS positions (approx. 250 employees), the placement of work study students, organizing employee recognition, and the programming of quarterly staff development.

### **Term of Position**

This is a three quarter position. This position starts the Monday two weeks before fall classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 10 to 12 hours per week.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Basic typing, filing, and general clerical skills.
- Ability to communicate effectively as well as follow directions.
- Work well with people.
- Basic interest in student concerns.
- Work flexible hours, some evening work may be requested.
- Experience with personal computers, specifically Excel and Word.
- Self-motivated to seek out information regarding personnel, structural and procedural questions.
- Knowledge of and sensitivity to confidentiality issues.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Being knowledgeable of the AS organization and its general operations.

- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **Position Responsibilities**

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting an average of 10 to 12 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
  - Assisting students and providing information about the AS, hiring procedures, and employment paperwork.
- Foster an inclusive environment of high energy and appreciation throughout the Associated Students by:
  - Organizing and facilitating quarterly Staff Appreciation weeks.
  - Organizing and facilitating a monthly Student Employee of the Month program.
  - Organizing the OurKindness program and challenge every week.
  - Organizing the AS Banquet at the end of the school year for all AS salaried, hourly and work-study employees.
  - Organizing the Professional Staff Appreciation week.
- Ensure the functionality and efficiency of the Personnel Office by:
  - Providing clerical support for the Personnel Director and the Personnel Assistant Director.
  - Maintaining Personnel Office files and records.
  - Assisting the Personnel Director in typing and distribution of documents.
  - Assisting student employees with payroll forms.
  - Attending Personnel Office staff meetings weekly.
  - Performing other duties as necessary.
- Offer support to the Executive Director of Personnel and the Assistant Director by:
  - Assisting with AS-wide events including Staff Development, Job Fair and New Hire Night.
  - Assisting with the coordination and implementation of AS hiring.

### **Wage**

This position is classified as Program Support Staff 2 and will earn \$9.25 per hour.

### **Reportage**

This position reports directly to the Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised February 29, 2012.



## **Associated Students of Western Washington University**

AS Environmental and Sustainability Programs

AS Environmental Center Coordinator

### **About the Position**

The AS Environmental Center Coordinator oversees the overall function and activities of the Environmental Center in order to fulfill the office's mission statement.

### **Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The purpose of the AS Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

The AS Environmental Center presents lectures, seminars, music events and other programs to educate the campus community about environmental topics and to illustrate the interconnections between environmentalism and other social concerns. The Environmental Center maintains a library of current books, newspapers, brochures, videos and magazines. The Environmental Center acts as a networking center for campus and community activists.

### **Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. [Add additional term stipulations here.](#)

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills

- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities
- Knowledge of environmental issues
- Ability to work well with others
- Basic knowledge of campus media and publicity
- Self-motivation and creativity

### **AS Employment Responsibilities**

Serve the membership of the Associated Students in a professional and ethical manner by:

- o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- o Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- o Being knowledgeable of the AS organization and its general operations.
- o Serving on search committees as designated by the AS Personnel Director.

Ensure the legacy of this position by:

- o Working with supervisor and Personnel Director to revise and update position job description.
- o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
- o Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Position Responsibilities**

- Provide knowledge and awareness of environmental issues to the campus community by:
  - o Planning and coordinating three environmentally related, but topically diverse, events per quarter. This includes Earth Day during spring quarter with a target attendance of at least 1,000 people.
  - o Distributing, collecting, and recording event evaluations for continuous AS EC improvement.
  - o Co-sponsoring a minimum of two events per year outside of the Environmental & Sustainability Programs.
  - o Marketing EC events and services in conjunction with the AS Publicity Center and AS Communications Office.
- Be a resource to the campus community on environmental issues by:
  - o Maintaining the AS EC resource library, including books, documents, and videos.
  - o Doing informational and outreach tabling.
  - o Developing and maintaining the EC webpage.

- Developing and distributing the EC newsletter.
- Collaborating with AS clubs, WWU organizations, and local environmental organizations.
- Being available for speaking engagements related to the environment.
- Familiarizing staff and self with campus, local, and regional environmental groups and resources.
- Researching and following through with questions from students / community members.
- Create camaraderie, engender purpose, and provide support to AS Environmental clubs by:
  - Hosting the quarterly AS Environmental Club Summit.
  - Promoting networking and information sharing among clubs.
  - Being a centralized resource for club contacts and meetings.
  - Coordinating monthly club leader meetings.
  - Creating a centralized Environmental Club Calendar.
  - Creating space for AS Environmental clubs to post events/club meetings on bulletin board.
- Ensure that the AS Environmental Center runs effectively and efficiently by:
  - Devoting an average of 15 hours per week to AS business, including 10 office hours.
  - Being the budget authority for all EC budgets, properly stewarding student funds, and reviewing budgets regularly.
  - Recruiting, training, supervising, and coordinating volunteer, intern, and work-study staff.
  - Conducting regular staff meetings, a minimum of two per month.
  - Meeting with interns and work-study employees on a regular basis to provide purpose and duties to supplement the EC.
  - Attending appropriate educational conferences and workshops related to job.
  - Upholding, and possibly developing, procedures and guidelines for EC staff to follow.
  - Planning short and long-term goals for the EC.
  - Evaluating and promoting messaging for the EC.

### **Salary**

This position will receive \$5,463.97 per position term, which is about \$302.47 per twice monthly pay period.

### **Reportage**

This position reports directly to the AS Environmental & Sustainability Programs Associate Director.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised Feb. 22, 2012

# BUS - Business Office Assistant Director

**About the Position:** The Assistant Business Director is hired to assist directors with their responsibilities and help with the day-to-day operation of the Associated Students (AS). The Assistant Business Director assists in interpreting the AS financial policies, procedures, budgeting and primarily provides support to AS Clubs. Assistant Directors are to take on tasks and work with limited supervision.

**Position Classification:** Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning and communicating with Western's student body. These positions operate under the management direction of the AS Board of Directors.

**About the Department:** The AS Business Office provides services and resources for the AS programs, employees, and clubs which help facilitate the day-to-day operations of the AS. The AS Business Office exists to facilitate the day-to-day financial operation of the AS.

**Term of the Position:** This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation during the first week of employment. The week prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position requires an average of 15 hours per week. The position holder may work some weeks and less other weeks depending on the office's needs.

## **Position Responsibilities:**

- Devote at least a total of 15 hours per week to AS business.
- Establish and maintain a minimum of 10 office hours per week.
- Coordinate and work closely with the Viking Union Finance Office on fiscally related procedures and processes for AS recognized clubs.
- Assist in preparing club carryforward process before each fiscal year.
- Authorize Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms, for all AS recognized clubs which meet the policy and procedural rules of the AS Board of Directors.
- Be available to Clubs to assist them with financial matters.
- Conduct Fall Quarter seminar for training all Club Budget Authorities plus as needed Budget Authority orientations.
- Maintain a database of authorized club Budget Authorities and communicate important information and updates as needed
- Serve as a Vice Chair member of the A.S. Activities Council and provide current budget information.
- **Serve as a voting member of the A.S. ESC Steering Committee and become knowledgeable on the spending habits of the committee for ESC large scale events**
- Be responsible for overseeing allocations and repayment of Activities Council.
- Assist clubs with A.S. Activities Council funding request development.
- Work collaboratively with the ESC advisor to assist clubs with ESC Steering Committee funding proposals
- Work in conjunction with the AS Business Director in interpreting Associated Students fiscal policies as they apply to expenditures of A.S. funds.
- Provide training to the incoming Assistant Business Director during spring quarter.
- Perform other duties as assigned.

## **Required Qualifications:**

- Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduates.
- Must maintain a minimum 2.00 cumulative grade point average.

Job Postings

<https://jobs.wvu.edu/JobPosting.aspx?JPID=1439>[4/8/2010 10:11:33 AM]

- Must be available for all AS orientations and trainings.
- Must be able to uphold all **AS responsibilities**.

**Preferred Qualifications:**

- Prior experience with managing volunteers or employees
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills
- Conflict management knowledge or experience
- Basic computer skills including word, excel, publisher and outlook.
- Basic knowledge of department and position specific responsibilities.

**Reportage:** The Assistant Business Director reports to the AS Business Director.

**Academic Emphasis:** N/A

**Job Location:** Western Washington University - Viking Union

**Salary:** Position earns a **.55 FTE - C (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Rationale: This would serve beneficial for both the AS Assistant Business Director and the ESC clubs where both parties would be knowledgeable on how much is in the Steering Committee budgets and the allocation of funds into the large event accounts. This could eliminate the confusion that the Director has when figuring out what a club has spent and what is leftover. In addition this could also save time by eliminating the preliminary meetings with the individual clubs and the ESC Advisor in discussing their budgets for future events. This additional 2 hours would be included as part of their office hours rather than increasing it.

**Associated Students of Western Washington University**  
Board of Directors  
Assessment Associate Director

### About the Position

The Assessment Manager is responsible for ensuring the successful implementation, management, and [assessment evolution](#) of the [Tactical Assessment Program \(TAP\) AS Assessment Process](#). The Assessment [Manager Associate Director](#) works closely with the AS Vice President for Business & Operations to develop and present reports, to the AS Board of Directors, regarding office and program improvement.

### Position Classification

Associate Directors are responsible for coordinating the activities of different programs in a small to midsize department to ensure quality programming and efficient use of student resources. Specific duties include but are not limited to establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, conflict resolution, and program planning. These positions operate under the management and direction of the AS Board of Directors.

### About the Department

The Associated Students Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

The [Tactical Assessment Program \(TAP\) AS Assessment Process](#) is a structured, transparent, and consistent assessment process which [assesses-evaluates](#) and [evaluates-strategizes with](#) AS Programs on a rotating quadrennial cycle. The [TAP process](#) utilizes office data to present reports, to the AS Board of Directors, regarding assessment findings and recommendations for [of](#) program improvement. The [TAP process](#) is conducted by the AS Structure & Program Advisory Committee (SPAC).

### Terms of Position

This is a four quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Additionally, this position requires 40 hours of planning and preparation work to be done over the summer for the planning and scheduling of fall quarter's [Tactical Assessment Program](#). This position works an average of 19 hours per week during fall and winter quarters and [105](#) hours per week during spring quarter. The position holder may work more some weeks and less other weeks depending on [TAP's the Assessment Process's](#) needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- ~~Must have continually possessed a valid driver's license over the past 24 months.~~

### Preferred Qualifications

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience~~ee-~~
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions~~-~~
- Conflict management knowledge or experience~~-~~
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.
- Experience and/or knowledge of assessment processes and practices

### AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Attending all AS staff development events including pre-fall orientation.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### Position Responsibilities

- Ensure that the ~~Tactical Assessment Program~~ AS Assessment Process is effectively implemented by:
  - Devoting a total of 19 hours per week during fall and winter quarters and 5.10 hours per week during spring quarter to AS Business.
  - Posting and maintaining a minimum of 5 office hours per week during fall and winter quarters and 23 during spring quarter.
  - Becoming familiar with AS structure, policies, and procedures, especially those pertinent to assessment~~TAP~~.
  - Serving as Chair for the Structure & Program Advisory Committee (SPAC)
  - Being knowledgeable of information regarding offices undergoing the Assessment Process~~TAP~~, including but not limited to: statements of purpose and programmatic outcomes, services and events, structure and history, funding levels and use, position purposes and job descriptions.
  - Communicating the requirements of TAP SPAC reportage and the AS Assessment Process to programs under assessment in great depth, as well as checking in with the offices to make sure that they understand what is expected of them in the Assessment Process-
  - Assisting programs and offices in following the TAP Assessment Process requirements and guidelines.
  - Making recommendations to the AS Board of Directors regarding improvements in the TAP AS Assessment process~~Process~~.
- Ensure that the Structure and Program Advisory Committee is effectively managed and ~~ran~~ run by:
  - Supervising and coordinating assessment teams consisting of members of SPAC.
  - Developing and implementing assessment trainings for members of SPAC and its subcommittees.
  - Maintaining objectivity and neutrality in conducting assessments.
  - Assessing reportage concerns, position relevance, hiring processes, transition tactics, program standards, the creation of new programs, the alteration or elimination of existing programs, institutional structure, and long-term goals for issues not directly related to TAP the Assessment Process.
- Improve the services and activities of AS Programs assessed through TAP SPAC by:
  - Making recommendations to the AS Board of Directors regarding programmatic improvement.
  - Eliminating financial waste, misuse of funds, and unnecessary duplications within the AS.
  - Providing a framework for offices to strategically invest office efforts and resources in the most effective way possible.
  - Working with previously assessed offices to ensure previously approved TAP SPAC directives recommendations are successfully implemented.
  - Working with offices to gather data and prepare information in preparation for TAP the Assessment Process.

### Salary

This position will receive a pay grade C, FTE 0.16 throughout summer quarter, FTE 0.85C throughout fall and winter quarters, and FTE 0.23C throughout spring quarter, which is approximately \$5,071.82 per position term.

### Reportage

This position reports to the AS Board of Directors through the Vice President for Business & Operations.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised February 29, 2012.

## KVIK - Coordinator

**About the Position:** The KVIK Coordinator is responsible for KVIK, the Associated Students (AS) video production program. The Coordinator's responsibilities include but are not limited to, training and supervision of KVIK volunteers, overseeing production schedules, reserving any use of WWU/AS space or resources, and ensuring the KVIK programming complies with broadcast policies and regulations.

**Position Classification:** Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department:** The purpose of KVIK is to create and maintain broadcast television programs to showcase the work of Western students and faculty. KVIK seeks to provide firsthand experience for those interested in the fields of television broadcasting and video production. KVIK productions represent students' original work and serve the community by providing interesting, informative and entertaining media.

**Term of Position:** This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Position requires 30 hours of planning and prep work to be done over the summer in order to ensure events will be sufficiently prepared for by the beginning of fall quarter. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position requires an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is not *required* or *expected* to work during winter or spring breaks.

### Required Qualifications:

- Must maintain a minimum of 406 credits for undergraduates and 84 credits for graduates.
- Must maintain a minimum 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- ~~Must be available for all AS orientations and trainings.~~
- ~~Must be able to uphold all AS responsibilities.~~

### Preferred Qualifications:

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve. Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

### AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Position Responsibilities:**

- Devote at least 19 hours per week to KVIK business.
- Maintain a minimum of 10 office hours between 8 a.m. and 5 p.m. per week. Production time does not qualify.
- Work with KUGS/KVIK General Manager to develop a KVIK program schedule.
- Film and/or delegate to volunteers the filming of other AS events as requested by ~~the AS VP for Business and Operations~~ various AS department representatives, as needed and as resources allow.-
- Maintain an inventory of all KVIK equipment.
- ~~Maintain a tape and/or DVD hard drive or electronic~~ archive of all KVIK programming, while preserving the existing tape & DVD archive.-
- Actively recruit and manage student volunteers and interns, providing the means to gain television experience and assist in the growth of KVIK.
- Facilitate a training program for incoming volunteers.
- Establish and maintain outlets on which KVIK programming will be shown (e.g. campus closed-circuit station, web-based video hosting).
- Oversee the promotion of KVIK and its productions.
- Address any concerns that may be raised by students, staff, or community members.
- In coordination with the AS Webmaster, oversee the maintenance of KVIK's website.
- Ensure programming compliance with KVIK, AS, VU, WWU, Federal Communication Commission policies and State and Federal laws. Maintain fair and attainable policies for shows to adhere to.
- Oversee any and all publications pertaining to KVIK.
- ~~Coordinate a 40 hour internship with successor~~ 15 hour internship with successor.-
- Ensure regular communication of all activities/programs occurring in your area with the KUGS/KVIK General Manager.

**Reportage:** The KVIK Coordinator reports to the KUGS General Manager.

**Salary:** This position will receive approximately \$6,953.94 per position term, which is about \$366.00 per 2-week pay period.



## **Associated Students of Western Washington University**

AS Environmental & Sustainability Programs

AS Alternative Transportation Coordinator

### **About the Position**

The Alternative Transportation Coordinator works to increase the use of the services provided by the Alternative Transportation Fee. In addition the position works to increase the use of all forms of alternative transportation. The position is also responsible for assessing the use of the services provided by the Alternative Transportation Fee.

### **Position Classification**

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The purpose of Associated Students Environmental & Sustainability Programs is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

### **Terms of Position**

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. *Add additional term stipulations here.*

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Position Responsibilities**

#### Educate the campus community about local and regional alternative transportation options by:

- Working with EcoREPs and residence hall staff to present programs that help students learn how to use the sustainable transportation options available on campus and throughout Bellingham and Whatcom County. Each hall should have at least one program per year, (not including the WTA tour). New students should be the focus of these programs.
- Developing promotional materials for new students and parents that encourage a car-free experience at Western.
- Assisting in updating information and improving resources available on the student transportation website.
- Assisting students with trip planning, as well as updating and creating new trip planning guides.
- Assisting with campus coordination of Whatcom Transportation Authority (WTA) bus tours at the beginning of the year.

#### Promote the services provided by the Alternative Transportation Fee by:

- Setting up and staffing a table at Summerstart, Transitions, the Red Square Info Fair, Western Preview, and other events throughout the academic year.
- Assisting staff in planning and executing bus pass encoding; coordinating, training, and supervising student employees during bus pass distribution.
- Working with WWU administration, the Western Card Office, WTA, and AS Board of Directors, to review the bus pass encoding process and make improvements for the following year.

- Developing and implementing a media campaign to increase student awareness of alternative transportation programs, options, and resources available for their use.

Monitor and work to improve the operations of the Student Transportation Program and campus transportation as a whole by:

- Monitoring ongoing data collection and calculation of the use of both the Western Student Shuttle and the WTA student bus pass.
- Assisting office staff to coordinate and implement both quarterly/annual ridership summaries and regular boarding and alighting surveys.
- Riding the Western Student Shuttle on a weekly basis.
- Examining possibilities of expanding or altering the Western Student Shuttle service in order to serve the most students possible and provide an effective, efficient, and easy to use late-night transit system.
- Working to establish near seamless transitions between WTA services and the Western Student Shuttle operations.
- Investigating multi-institutional partnerships in order to expand the Western Student Shuttle's available ridership base.

Develop and maintain working relationships with community groups and outside agencies by:

- Assisting the Associated Students and the university in communicating with local transit providers to improve regional transportation connectivity, especially to the Seattle area and on weekends.
- Coordinating with the Campus Community Coalition, the Community Transportation Advisory Group (CTAG), and other community transportation groups to advocate for students' transportation interests and to promote the use of the Western Student Shuttle as a transportation option to all late night events on campus and at local destinations.

Enhance communication between the Associated Students and the Student Transportation Office by:

- Assisting the Vice Presidents for Student Life and Governmental Affairs in making a yearly report to the AS Board of Directors on the status of the Alternative Transportation Fee.
- Sitting as a member of the Associated Students Transportation Fee Committee.
- Sitting as a member of the Associated Students Transportation Advisory Committee (ASTAC).
- Providing regular program updates to the AS Environmental and Sustainability Programs Associate Director.

**Salary**

This position will receive approximately \$9,740.63 per position term, which is about \$405.86 per 2-week pay period.

**Reportage**

The Alternative Transportation Coordinator reports directly to the WWU Sustainable Transportation Manager and works with Sustainable Transportation office staff. The position holder must also make regular reports to the Associated Students Vice-Presidents for both Student Life and Governmental Affairs. The position also makes regular reports to the Associated Students Transportation Advisory Committee (ASTAC). Additionally, ASTAC assists in determining the broad goals and objectives of the Western Student Transportation (WST) program.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised Feb. 24, 2012



## **Associated Students of Western Washington University**

AS Resource & Outreach Programs

AS Veterans Outreach Center Coordinator

### **About the Position**

The AS Veterans Outreach Center (VOC) Coordinator is responsible for fulfilling the office mission statement and coordinating and supervising the events and day-to-day operations of the VOC.

### **Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The Veterans Outreach Center (VOC) is dedicated to providing a confidential and non-judgmental source of support and community for student veterans and their allies. The VOC does this by providing an informal social support network, events, safe space, resources and referrals. In addition, the VOC is an advocate for veterans on Western's campus and strives to create a united community dedicated to support and understanding.

### **Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities
- Knowledge of or experience with event planning
- Knowledge of Veteran's issues and identities
- Ability to speak in front of large crowds
- Knowledge of or experience with event planning
- Ability to facilitate small group discussion/interaction

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **AS Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, , activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - Providing unbiased, nonjudgmental, and accurate information and services to students.
  - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication.
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the ROP offices.

- Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase.
- Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - Collecting and inputting office traffic forms.
  - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

### **Veteran Outreach Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the VOC by:
  - Coordinating all office meetings as necessary.
  - Establishing and maintaining an effective working relationship with all VOC staff.
  - Planning short and long-term goals for the VOC with office staff and the ROP Director.
  - Continually receiving feedback from participants of events and services through appropriate means of evaluation.
  - Maintaining continual communication with VOC staff and interns outside of meetings.
- Promote Veteran events and services to the campus community by:
  - Being aware of, and promoting Veteran related events.
  - Fostering and enhancing working relationships and communication with all Veteran clubs and organizations on campus.
  - Publicizing VOC services, programs, and events through social networking, Publicity Center requests, and other media.
- Foster working relationships with related campus and community resources by:
  - Collaborating with related clubs and organizations on campus.
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Veteran's Center, Veteran's Relief Fund, Vet Corp Navigator, Veterans Affairs, and Veterans Health Care.
- Create an atmosphere of Veteran-inclusivity within the office and programs by:
  - Portraying a diverse representation of the Veteran identity.
  - Striving to include all gender identities and expressions within the office.
  - Specifically outreaching to marginalized identities within the Veteran community.

### **Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - Serving as co-budget authority with the ROP Director for the budgets of the Veteran's Outreach Center and Veteran's Day Ceremony.
  - Developing quarterly and annual budget plans and projections.
  - Reviewing, tracking, and maintaining budgets on a regular basis.
- Ensure that the Veteran's Outreach Center serves the diverse needs of the student body by:

- Completing a beginning of the year assessment of student Veteran needs and interests.
- Coordinating the process of establishing short and long-term goals within the VOC.
- Serving as the VOC's primary liaison to the Western community.
- Regularly debriefing events with staff and interns.
- Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- Foster a safe and inclusive campus for Veterans by:
  - Further developing the campus community's Veteran's Safe Zone Training while working with the Western Veterans Club.
  - Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities.
  - Serving as or appointing a representative from the VOC to the Westerns Veterans Club.
- Deliver educational, social, and community building opportunities to the campus community by:
  - Ensuring the balance of educational and social programming offered by the office.
  - Coordinating at least 3 events per quarter.
  - Coordinating at least one event each year that provides the opportunity for student Veterans to share their experiences (for example, the Soldier's Stories and Soldiers after War panels).
  - Coordinating informal bi-weekly social gatherings/dinners to build and strengthen the veteran community.
  - Participating in the Veteran Affairs Office's New Student Veteran sponsorship program.
  - Co-sponsoring with at least three other ROP offices in the academic year.
  - Planning and implementing a Veteran's Day Ceremony.
  - Spending a quarter of weekly office hours in the Veteran's Affairs Office, coordinated with Veteran's Certifying Official.

### **Salary**

This position will receive \$5,463.97 per position term, which is about \$302.47 per bi-monthly pay period.

### **Reportage**

This position reports directly to Resource & Outreach Programs Director.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised February 29, 2012.



## **Associated Students of Western Washington University**

AS Personnel Office

AS Personnel Director

### **About the Position**

The Personnel Director acts as a liaison between the Associated Students Board of Directors and the employees of the organization, and is responsible for any and all problems and concerns dealing with employment. The Personnel Director acts as the office manager, directing Personnel Office staff in all its administrative and technical activities.

### **Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management and direction of the AS Board of Directors.

### **About the Department**

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, placing work-study positions, and organizing AS-wide employee recognition and trainings. Personnel Office Staff are charged with assessing the needs of the organization concerning day-to-day activities as well as supporting AS employees whenever possible.

### **Terms of Position**

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Strong organizational and time management skills
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.
- Interest and knowledge regarding human resources

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **Personnel Office Responsibilities**

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - Attending all Personnel Office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all Personnel Office staff.
  - Plan short- and long-term goals for the Personnel Office.
  - Providing support for other Personnel Office Staff.
  - Maintaining regular communication with Personnel Office staff outside of meetings.
  - Seeking feedback on services provided by the Personnel Office and evaluating office strengths and weaknesses.
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Coordinating search committees of AS employees and serving as a knowledgeable resource in the search process.

- Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.
- Foster working relationships with other AS and campus offices by:
  - Sending regular e-mails to AS staff members.
  - Working with university Human Resources, Student Employment, and the Equal Opportunity Office.
- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door and appropriate file cabinets locked when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view in the office.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.
- Help AS employees feel appreciated and valued by:
  - Encouraging departmental managers to recognize their employees' efforts.
  - Participating in Personnel Office designed recognition programs.

### Position Responsibilities

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting a total of 19 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
- Ensure that all AS employees are properly trained and prepared to do their jobs by:
  - Leading in the planning and implementation of pre-summer staff development, pre-fall orientation, winter staff development, and spring hiring training.
  - Enabling departmental managers to provide training to their employees.
- Support department managers, supervisors and advisors by:
  - ~~Organizing all the pre-quarter Staff Development events including the Pre-Summer Training Luncheon between summer staff and summer student employees; Camp AS & Fall Training; Pre-Winter Staff Development and Pre-Spring Hiring Training.~~
  - Overseeing all employee relations issues and grievance procedures.
  - Resolving employee and office conflicts in a timely and professional manner.
  - Assisting supervisors in developing performance contracts, as necessary, and serving as an unbiased mediator in the process.
  - Participating as a voting member on Management Council.
- Ensure the functionality and efficiency of the Personnel Office by:
  - Serving as the budget authority for all Personnel Office budgets.
  - Chairing the Personnel Committee meetings and utilizing collaborating with that body for hiring and, employment and job description decisions actions and making recommendations to the Board of Directors as needed.
  - Organizing weekly Personnel Office staff-staff meetings weekly.
  - ~~Overseeing Supervising the~~ Personnel Office staff Assistant Director and Coordinator in day -to-day Personnel Office activities and offering them continuous support and work-related educational opportunities

- ~~Overseeing all long-term AS personnel events and projects including, but not limited to, AS hiring, Staff Development development events, Job Fair, recognition and New Hire Night.~~
- Updating and distributing to staff an accurate roster (name, position, e-mail, extension, and mailbox) of AS employees.
- ~~Maintaining and monitoring a centralized file of all employees which should include an accurate listing of all employees' names, addresses, phone numbers, dates of hire, program, and salary schedule.~~
- ~~Creating and maintaining a current listing of all salaried employees (name, position, e-mail, extension and mailbox) which will be made available for all employees within the AS.~~
- Maintaining a past and current file of AS employees in conjunction with the VU Finance Office. (Past files should extend to two years previous to current year).
- ~~Chairing the Camp AS & Fall Training Staff Development committee during the summer.~~
- Ensure that AS hiring is legal, fair, and provides equal opportunity~~the legality and fairness of all AS hiring~~ by:
  - Being knowledgeable of ~~all aspects~~ the various policies and procedures of the hiring process.
  - Attending trainings and/or arranging a meetings with a WWU Human Resources representative and ~~for~~ an Equal Opportunity Employment Office representative regarding all aspects of the hiring process, guidelines and legal implications. (This training should be completed during summer quarter.)
  - Coordinating all aspects of salaried, hourly, and work study hiring as outlined in the AS Employment Policy.
  - Updating the Employment Policy ~~every year~~ during winter quarter.
  - Facilitating the Maintain maintenance and updating of job descriptions through the Personnel Committee, as necessary.
- Create a quality, safe, and supportive employment experience for all AS employees by:
  - Enforcing the AS Student Employment Policy, AS Code of Conduct, and all university employment guidelines.
  - Approving credit and GPA waivers as necessary~~needed~~.
  - Performing other duties as needed.

### Salary

This position will receive approximately \$9,740.63 per position term, which is about \$405.86 per 2-week pay period.

### Reportage

This position reports directly to the AS Board of Directors through the Vice President for Business & Operations.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised.



## **Associated Students of Western Washington University**

Personnel Office  
Assistant Director

### **About the Position**

The Personnel Assistant Director is responsible for assisting the Executive Director of Personnel with tasks. Additionally, the Assistant Director is charged with implementing different programs for the AS and the campus.

### **Position Classification**

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, conflict resolution, program planning and communicating with Western's student body. These positions operate under the management and direction of the AS Board of Directors.

### **About the Department**

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, placing work-study positions, and organizing AS-wide employee recognition and trainings. Personnel Office Staff are charged with assessing the needs of the organization concerning day-to-day activities as well as supporting AS employees whenever possible.

### **Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.

- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **Personnel Office Responsibilities**

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - Attending all Personnel Office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all Personnel Office staff.
  - Plan short- and long-term goals for the Personnel Office.
  - Providing support for other Personnel Office Staff.
  - Maintaining regular communication with Personnel Office staff outside of meetings.
  - Seeking feedback on services provided by the Personnel Office and evaluating office strengths and weaknesses.
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Coordinating search committees of AS employees and serving as a knowledgeable resource in the search process.
  - Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.
- Foster working relationships with other AS and campus offices by:
  - Sending regular e-mails to AS staff members.

- Working with university Human Resources, Student Employment, and the Equal Opportunity Office.
- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door and appropriate file cabinets locked when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view in the office.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.
- Help AS employees feel appreciated and valued by:
  - Encouraging departmental managers to recognize their employees' efforts.
  - Participating in Personnel Office designed recognition programs.

### Position Responsibilities

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting an average of 15 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
  - Assisting students and providing information about the AS, hiring procedures, and employment paperwork.
- Ensure the functionality of the Personnel Office by:
  - Developing a strong working knowledge of the Associated Students organization and its structure.
  - ~~Assisting student employees with payroll forms.~~
  - Attending Personnel Committee meetings as scheduled.
  - Attending AS Board of Directors or Management Council meetings in place of the Personnel Director, as needed.
  - Attending weekly Personnel Office Staff meetings ~~weekly~~.
  - Assisting the Personnel Director with any aspect of the Personnel Office and assuming their responsibilities, as needed.
  - Assisting with the organization and implementation of AS hiring.
  - Performing other duties as needed.
- Ensure the high quality of learning experiences for all Associated Students employees by:
  - ~~Orchestrating quarterly evaluations of salaried and hourly employees.~~
  - Planning and implementing a minimum of two mid-quarter sStaff Development development events ~~as instructed by the Personnel Director,~~ which could include AS-wide and/or departmental trainings.
  - Serving as a resource to program supervisors who wish to provide specific trainings for their staff.
  - Planning and implementing the New Hire ~~Staff Development aN~~ight after the completion of the AS Spring Hiring.
- Publicize available Associated Students employment opportunities throughout the academic year by:
  - Publicizing jobs during the at info fairs. ~~Info Fair, in collaboration with the Fall Info Fair Coordinator.~~
  - Organizing the AS Job Fair prior to AS Spring hiringHiring.
  - Keeping a running list of open positions in the Personnel Office.

- Updating the AS website and Student Employment website with available positions.
- ~~Working with the Publicity Center.~~ Acting as the Personnel Office liaison to the Publicity Center.

**Salary**

This position will receive approximately \$5,357.35 per position term, which is about \$281.97 per 2-week pay period.

**Reportage**

This position reports directly to the Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised February 29, 2012.