



Associated Students of Western Washington University

AS Communications Office
AS Communications Director

About the Position

The AS Marketing Director is responsible for creating and implementing an AS Marketing Plan, planning and implementing public relations campaigns, identifying and executing organizational and cross-divisional promotion, advising and guiding office promotion efforts, and acting as the AS organization's spokesperson and media contact

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 Communications Office is responsible for organizational promotion, marketing, and public relations. This office also provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.

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

- Experience with marketing, branding, and promotion.
- Experience managing volunteers or employees.
- Experience managing a budget or being a budget authority.
- Conflict management knowledge or experience.

- Computer skills including Microsoft Word, Excel, Publisher, and Outlook.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Extensive experience working with diverse forms of social media.
- Strong initiative and creativity in planning marketing projects.
- Strong organizational, multitasking, and time management skills.
- Attention to detail and problems solving abilities.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.

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

- Ensure the effectiveness of the Board of Directors operations by:
 - Attending Board of Directors meetings and work sessions as needed.
 - Attending Board of Directors retreats and trainings as requested.
 - Reporting major business of the position to the position supervisor, as well as at each official meeting of the Board of Directors.
 - Working with the members of the Board of Directors in a cooperative and timely manner.
- Ensure the smooth, effective operations of the Communications Office by:
 - Devoting at least 19 hours per week to Associated Students business.
 - Establishing and maintaining at least ten (10) posted office hour per week.
 - Supervising the Communications Assistant Director and assisting them in their duties as needed.
 - Updating legacy documents for this position at least once per quarter.
- Assist AS offices in serving a larger, more diverse student audience by:
 - Communicating and collaborating regularly with any staff that promote, market, or advertise AS services.
- Ensure the effectiveness of all office marketing and programming efforts by:
 - Implementing, reviewing, and updating the AS Marketing Plan.

- Coordinating the development of branding guides for AS offices in collaboration with the Publicity Center.
 - Being knowledgeable about the Associated Students organization including offices, upcoming events, initiatives, and ongoing projects.
 - Monitoring all Basecamp projects in order to advise and guide office promotion efforts.
 - Planning short and long term strategic promotion goals.
 - Attending meetings with the Publicity Center Coordinator and Account Executives as needed.
 - Monitoring and assisting with offices' social media resources.
 - Coordinating all official AS organizational social media resources.
- Promote the Associated Students organization on and off campus by:
 - Coordinating and expanding organizational marketing.
 - Acting as the main media contact for the Associated Students.
 - Coordinating a committee to plan the AS presence and outreach for university events such as Summer Start, Compass 2 Campus, Western Preview, and Back2Bellingham.
 - Communicating regularly with the Office of University Communications.
 - Collaborating with on and off campus organizations (including Dining Services, Athletics, Housing, and New Student Services / Family Outreach).
 - Planning and executing a Red Square Info Fair promotion plan in collaboration with the Info Fair Coordinator.
 - Working with offices to increase organizational awareness at events.
 - Attending at least three (3) Associated Students program events per quarter.

Salary

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

Reportage

This position reports directly to the AS President or designee.

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

AS Communications & Marketing Director

(Original)

About the Position:

The AS Communications & Marketing Director is responsible for creating and implementing an AS Marketing Plan, planning and implementing public relations campaigns, identifying and executing organizational and cross-divisional promotion, advising and guiding office promotion efforts, and acting as the AS organization's spokesperson and media contact.

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.

Reportage:

This position reports directly to the Board of Directors through the AS President, or designee.

About the Department: The Communications Office is responsible for organizational promotion, marketing, and public relations. This office also provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.

Term of Position:

This is a four quarter position. This position begins the Monday the first week of summer quarter 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 or spring breaks.

Position Responsibilities:

- Ensure the effectiveness of the Board of Directors operations by:
 - Attending all Board of Directors meetings and work sessions unless excused.
 - Attending Board of Directors retreats and trainings as requested.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operations dedicated to the position.
 - Reporting major business of the position to the position supervisor, as well as at each official meeting of the Board of Directors.
 - Working with the members of the Board of Directors in a cooperative and timely manner.
- Ensure the smooth, effective operations of the Communications Office by:
 - Devoting at least 19 hours per week to Associated Students business.
 - Establishing and maintaining at least ten (10) posted office hour per week.
 - Supervising the Communications Assistant Director and assisting them in their duties as needed.
 - Updating legacy documents for this position at least once per quarter.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
- Assist AS offices in serving a larger, more diverse student audience by:
 - Communicating regularly with any staff that promote, market, or advertise.
 - Chairing Marketing & Promotions Committee.
- Ensure the effectiveness of all office marketing and programming efforts by:
 - Implementing, reviewing, and updating the AS Marketing Plan.
 - Developing branding guides for all offices in collaboration with the Publicity Center.
 - Being knowledgeable about the Associated Students organization including offices, upcoming events, initiatives, and ongoing projects.
 - Monitoring all Basecamp projects in order to advise and guide office promotion efforts.
 - Planning short and long term strategic promotion goals.
 - Attending weekly meetings with the Publicity Center Coordinator and Account Executives.
 - Monitoring and assisting with offices' social media resources.
 - Coordinating all official AS organizational social media resources.
- Promote the Associated Students organization on and off campus by:
 - Coordinating and expanding organizational marketing.
 - Acting as the main media contact for the Associated Students.
 - Coordinating AS presence and outreach at university events such as Summer Start, Compass 2 Campus, Western Preview, and Back2Bellingham.
 - Communicating regularly with the Office of University Communications.
 - Collaborating with on and off campus organizations (including Dining Services, Athletics, Housing, and New Student

Services / Family Outreach).

- Planning and executing a Red Square Info Fair promotion plan in collaboration with the Info Fair Coordinator.
- Working with offices to increase organizational awareness at events.
- Attending at least three (3) Associated Students program events per quarter.

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.
- Enhance the culture and integrity of the Associated Students organization by:
 - Adhering to 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 of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
 - Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

Preferred Qualifications:

- Experience with marketing, branding, and promotion.
- Experience managing volunteers or employees.
- Experience managing a budget or being a budget authority.
- Conflict management knowledge or experience.
- Computer skills including Microsoft Word, Excel, Publisher, and Outlook.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Extensive experience working with diverse forms of social media.
- Strong initiative and creativity in planning marketing projects.
- Strong organizational, multitasking, and time management skills.
- Attention to detail and problems solving abilities.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.

Academic Emphasis:

Job Location: Western Washington University - Viking Union

Salary: Position makes \$ 405.86 per pay period.



Associated Students of Western Washington University

AS Communications Office

AS Public Relations Coordinator

About the Position

The AS Public Relations Coordinator is responsible for coordinating and disseminating a central AS events calendar, updating the AS and WWU online events calendars, updating the VU Lobby events wall, writing and distributing select press releases to appropriate media contacts, assisting with implementation of promotion initiatives, and requesting select KUGS PSAs.

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 Communications Office is responsible for organizational promotion, marketing, and public relations. This office also provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.

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

- Strong organizational, multitasking, and time management skills.
- Attention to detail and problem solving abilities.
- Computer skills including Microsoft Word, Excel, and Outlook.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.

- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Knowledge of AP-style.

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

- Enhance and maintain the integrity and accuracy of the AS image by:
 - Updating and maintaining an accurate media contact list.
 - Developing working relationships with media outlets including, but not limited, editors for all on-campus publications, journalists, and Bellingham community media.
 - Helping AS employees contact and speak with the media.
 - Being knowledgeable about the Associated Students organization including offices, upcoming events, initiatives, and ongoing projects.
- Ensure the effectiveness of all office marketing and programming efforts by:
 - Compiling and distributing a comprehensive calendar of all AS and student-related events, activities, and programs and using it to update the AS website, the Office of University Communications event management system, and coordinate event planning for AS offices.
 - Assisting the Communications Director with the coordination of organizational and office social media resources.
- Promote the Associated Students organization on and off campus by:
 - Providing The AS Review with a weekly list of upcoming events.
 - Coordinating and updating the 'events wall' in the 6th Floor Lobby of the Viking Union.
 - Writing and distributing press releases to appropriate media contacts for select events and initiatives.
 - Assisting the Communications Director with implementation of cross-divisional and organizational promotion campaigns.
 - Requesting KUGS public service announcements for select events or initiatives.
- Ensure the smooth, effective operations of the Communications Office by:

- Devoting at least 15 hours per week to Associated Students business.
- Establishing and maintaining at least 10 posted office hours per week.
- Performing other duties as needed or assigned

Salary

This position will receive approximately \$5,746.97 per position term, which is about \$302.47 per 2-week pay period.

Reportage

This position reports directly to the AS Marketing 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

Welcome to the Western Washington University on-line application process. Before you begin, please print out the job announcement; you may need to refer to it while completing the application.

AS Communications Assistant Director

(Original)

About the Position: The AS Communications Assistant Director is responsible for coordinating and disseminating a central AS events calendar, updating the AS and WWU online events calendars, updating the VU Lobby events wall, writing and distributing select press releases to appropriate media contacts, assisting with implementation of promotion initiatives, and requesting select KUGS PSAs.

Term of Position:

This is a three 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. 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.

Reportage:

This position reports directly to the Communications Director.

About the Department: The Communications Office is responsible for organizational promotion, marketing, and public relations. This office also provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.

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.

Position Responsibilities:

- Ensure the effectiveness of all office marketing and programming efforts by:
 - Compiling and distributing a comprehensive calendar of all AS and student-related events, activities, and programs and using it to update the AS website, the Office of University Communications event management system, and coordinate event planning for AS offices.
 - Being knowledgeable about the Associated Students organization including offices, upcoming events, initiatives, and ongoing projects.
 - Assisting the Communications Director with the coordination of organizational and office social media resources.
- Promote the Associated Students organization on and off campus by:
 - Maintaining an accurate and updated media contact list.
 - Providing The AS Review with a weekly list of upcoming events.
 - Coordinating and updating the 'events wall' in the 6th Floor Lobby of the Viking Union.
 - Writing and distributing press releases to appropriate media contacts for select events and initiatives.
 - Assisting the Communications Director with implementation of cross-divisional and organizational promotion campaigns.
 - Requesting KUGS public service announcements for select events or initiatives.
- Ensure the smooth, effective operations of the Communications Office by:
 - Devoting at least 15 hours per week to Associated Students business.
 - Establishing and maintaining at least 10 posted office hours per week.

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.
- Enhance the culture and integrity of the Associated Students organization by;
 - Adhering to 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 suggested by the AS Personnel Director.

- Ensure the continuity of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
 - Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

Preferred Qualifications:

- Strong organizational, multitasking, and time management skills.
- Attention to detail and problem solving abilities.
- Computer skills including Microsoft Word, Excel, and Outlook.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Knowledge of AP-style.

Academic Emphasis:

Job Location: Western Washington University - Viking Union

Salary: Position makes \$302.47 per pay period.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system.

A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. In your cover letter please also specifically address the following questions:

1. Why are you interested in working in the Associated Students?
2. Why are you interested in this position?
3. What previous experience or specific skills do you have that would relate to this position?

Please also include your ongoing availability for potential interviews (both dates and times).

You may cut and paste or upload your resume and cover letter as noted on the EASE application. Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information:

Job Posted: 5/5/2011

Closing Date: 5/19/2011

Recruitment #: 110319

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities and veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.



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 cataloging.
- 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, Womenscare 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.~~
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. 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 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.
 - 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.
 - ~~Assisting students and providing information about the AS, hiring procedures, and employment paperwork.~~
 - 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 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 ~~w~~WWeek.
- Ensure the functionality and efficiency of the Personnel Office by:
 - Developing a strong working knowledge of the Associated Students organization and its structure.
 - 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 s~~Support to the ~~Executive Director of~~ Personnel Director and the Personnel 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.~~

Salary

This position will receive approximately \$~~3,657.975,463.79~~ per position term, which is about \$~~192.50287.57~~ 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

AS Club Activities Office

AS Club Coordinator

About the Position

The AS Club Coordinator works closely with the Student Activities Advisor and Vice President for Activities to run, promote, and improve the AS Club Activities Office. The AS Club Coordinator serves as a member of the AS Activities Council and Chair of the Inter-Club Council. The AS Club Coordinator also serves as an information and event planning resource for clubs and maintains regular communication and club information updates through OrgSync, the AS' organizational management software.

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 AS Club Activities Office exists to provide a framework for the development of student activities in which student initiative and responsibility may find expression. The AS Club Coordinator exists to provide support and resources to the AS Club Activities Office.

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
- Past experience as a member or leader in one or more AS Clubs
- Past event planning experience

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 Club Activities Office Responsibilities

- Maintain adequate departmental communication and functioning of the office by:
 - Attending bi-weekly one-on-one meetings with AS Board Vice President for Activities.
 - Attending weekly one-on-one meetings with Student Activities Advisor.
 - Attending weekly Club Hub check-in meetings to address both strategic planning for the office as well as upcoming Activities Council agenda items.
 - Attending weekly Activities Council meetings, usually 1.5 – 2 hours on Monday evenings.
 - Attending and lead as Chair bi-weekly Inter-Club Council meetings
 - Serving as Budget Authority over AS Club Activities Office budget (FXXACT).
 - Performing other duties as assigned by the Student Activities Advisor and AS Vice President for Activities.

Position Responsibilities

- Support the creation and development of new clubs by:
 - Processing new club recognition request documentation.
 - Conducting New Club Orientation sessions for all new clubs, which involves familiarizing them with resources available, important policies, and the tools and features of OrgSync, the AS organizational management platform.
- Ensure that OrgSync meets the needs of clubs by:
 - Acting as an administrator over the necessary AS Club-focused areas of the software.
 - Accepting or rejecting events from inclusion on the all-club event calendar.

- Encouraging student adoption of OrgSync through promotional outreach.
- Creating and disseminate important information updates and news to all club leaders and members using OrgSync’s communication tools.
- Training club leaders and members to use the OrgSync system fully.
- Messaging out OrgSync “Tip of the Week” and club spotlights.
- Support AS Clubs in fulfilling their mission statements by:
 - Devoting an average of 15 hours per week to AS Business, including 10 posted office hours.
 - Assisting and training in room reservations, publicity requests, and other AS resources.
 - Acting as a resource for fundraising and event planning.
 - Serving as a voting member of AS Activities Council.
 - Chairing the AS Inter-Club Council and recruiting club members to serve on it.
 - Maintaining and updating AS Club Hub resource files, event archives, calendar, and bulletin boards, in addition to keeping workspace and club storage areas neat and orderly.
 - Assisting clubs in promotion and outreach efforts.
 - Planning and implementing the fall quarter AS Club Kickoff, which is the primary training and orientation event mandatory for all clubs at the beginning of the year.
 - Developing club workshops.
- Enhance the visibility of AS Clubs and their ability to communicate with the campus community by:
 - Facilitating co-sponsorships between clubs and other areas of the AS and campus.
 - Planning and implementing the AS Campus Activities Showcase in conjunction with the Student Activities Advisor.
 - Updating the AS Communications Office on club activities.
 - Serving as co-chair of the Project Leadership Planning Committee.
 - Staffing a table at Red Square Info Fair to represent the AS Club Activities Office.
 - Facilitating club usage of the Publicity Center’s promotional services.
 - Coordinating the AS Club End-of-the-Year Awards event.

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 the Student Activities Advisor.

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.

MIS - Club Coordinator *(original)*

About the Position: The AS Club Coordinator works closely with the Student Activities Advisor and Vice President for Activities to run, promote, and improve the AS Club System. The AS Club Coordinator serves as a member of several voting committees including AS Activities Council, and Inter-Club Council. The AS Club Coordinator also serves as an information resource for clubs, creates the Club Connections Newsletter and updates club information on the AS website.

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 AS Club System exists to provide a framework for the development of student activities in which student initiative and responsibility may find expression. The AS Club Coordinator exists to provide support and resources to the AS Club System.

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. 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 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 an average of 15 hours per week to AS Business.

Maintain a minimum of 10 posted office hours per week in the AS Activities Center.

Serve as a voting member on AS Activities Council.

Serve as Co-Chair of Inter-Club Council with the Vice President for Activities, and assist in recruitment of Inter-Club Council members.

Establish and maintain an effective working relationship with Activities Center staff and AS clubs.

Perform other duties as assigned by the Student Activities Advisor & Assistant Director of Student Activities.

Serve as a member of the Project Leadership Planning Committee.

Maintain and update Activities Center resource files, event archives, calendar, and bulletin boards, in additions to keeping workspace and club storage areas neat and orderly.

Responsible for the organization of an informational Club Kick Off for club members held during fall quarter.

Responsible for the organization of a Campus Activity Showcase, in coordination with the Student Activities Advisor, usually held during Winter Quarter.

Responsible for assisting in the organization of a Calling All Clubs meeting each quarter.

Work with the leaders of AS clubs and provide information and expertise about programming, conferences, fund-raising, and the resources that the AS can provide.

Update club information on the AS Club web page.

Create and distribute a Club Connections Newsletter twice each quarter.

Assist the Activities Center staff in planning and implementing club training and workshops.

Conduct weekly new club orientation sessions.

Assist the Student Activities Advisor in Club promotion and outreach efforts (digital signage, tabling, AS Review)

Facilitate co-sponsorships between AS Clubs, and or AS program offices.

Job Postings

[https://jobs.wvu.edu/JobPosting.aspx?JPID=1515\[4/8/2010 10:17:18 AM\]](https://jobs.wvu.edu/JobPosting.aspx?JPID=1515[4/8/2010 10:17:18 AM])

Coordinate the club portion of the AS end of the year recognition.

Attend weekly meetings with the AS Vice President for Activities to communicate about projects.

Staff a table at Red Square Info Fair to represent the AS Club System.

Provide training to the incoming AS Club Coordinator during Spring Quarter.

Perform other duties as needed or 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.

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

Reportage: The AS Club Coordinator reports to the Student Activities Advisor.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **.75 FTE - A (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM Maintenance Engineer

About the Position

The AS KUGS Maintenance Engineer is responsible, in consultation with the station staff, for the maintenance, improvement, and security of all studio equipment, as well as monitoring equipment use and integrity with regards to Federal Communications Commission regulations.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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.
- A strong electronics background
- Knowledge of or willingness to learn FCC regulations pertaining to broadcasting
- Ability and willingness to instruct station personnel in the use of studio equipment
- Volunteer experience (preferably one quarter) with an on-air shift in "Music for the Masses" or specialty programming

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.

AS KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM General Manager and the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On -air program hours do not qualify as office hours.
 - Attending weekly KUGS-FM Staff Meetings.
 - Assisting Program Director with training of volunteers as needed.
 - Participating in the KUGS-FM Quarterly All Station Meetings.
 - Covering KUGS-FM operations during academic breaks.
 - Completing other duties as assigned.

Position Responsibilities

- Ensure the effectiveness of KUGS-FM technical operations by:
 - Assisting the General Manager in monitoring station operation to ensure compliance with the FCC and the station authorization during station operation including maintaining transmitter logs and Emergency Activation System requirements.

- Being responsible for, in consultation with the General Manager and station staff, the maintenance, improvement, and security of all studio equipment.
- Being responsible for, in consultation with the General Manager, for maintenance, improvement, and security of transmitter, antenna, and satellite equipment.
- Keeping the studios and equipment, including equipment housed at the transmitter and satellite locations, clean and orderly.
- Maintaining a running inventory of all equipment and supplies.
- Ability to work late nights, weekends, or on call as needed.

Salary

This position will receive approximately \$7,095.83 per position term, which is about \$295.66 per 2-week pay period.

Reportage

This position reports directly to KUGS-FM General Manager.

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

The Associated Students is an Equal Opportunity Employer.

Revised February 10, 2012

KUGS - Maintenance Engineer *(original)*

About the Position: The KUGS Maintenance Engineer is responsible, in consultation with the station staff, for the maintenance, improvement, and security of all studio equipment, as well as monitoring equipment use and integrity with regards to Federal Communications Commission regulations.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of seven weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote at least 15 hours per week to KUGS business.
- Maintain a minimum of 15 office hours between 8am and 5 pm Monday through Friday. On-air program hours do not qualify.
- Assist the General Manager in monitoring station operation to ensure compliance with the FCC and the station authorization during station operation. Including maintaining transmitter logs and Emergency Activation System requirements.
- Responsible, in consultation with the General Manager and station staff, for the maintenance, improvement and security of all studio equipment.
- Responsible, in consultation with the General Manager for maintenance, improvement, and security of transmitter, antenna, and satellite equipment.
- Make repairs and adjustments on station equipment as required under the direction of the General Manager.
- Keep the studios and equipment, including equipment housed at the transmitter and satellite locations, clean and orderly.
- Maintain a running inventory of all equipment and supplies.
- Provide technical support for in studio performances
- Ability to work late nights or weekends as needed.
- Assist Program Director with training of volunteers as needed.
- Other duties as assigned.
- Attend weekly Core Staff Meetings.
- Required to provide 15 hours of training to the incoming KUGS Maintenance Engineer during spring quarter.
- Responsible for covering operations during breaks and has 7 weeks of paid leave coordinated through the General Manager.

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 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.

Reportage: The KUGS Maintenance Engineer coordinates a work schedule with and reports to the KUGS General Manager.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - B (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system. A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application. Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information: N/A

Job Posted: 3/1/2010

Closing Date: 4/12/2010

Recruitment #: 100127

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities and veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM Marketing and Development Director

About the Position

The AS KUGS Marketing and Development Director is responsible for the overall marketing and promotion of KUGS-FM through press releases, mailing lists, internet communities and publicity correspondence, and coordinating on-air giveaways including but not limited to concert tickets. Responsible for securing underwriting support from local businesses, establish and maintain positive relationships with the local business community and possible financial supporters of KUGS. (Note that the marketing responsibilities were placed first then development)

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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
- Interest in publicity, communications, graphics, and advertising.
- Basic knowledge of department and position specific responsibilities
- A commitment to promote the public image of the station both on campus and in the community, increase its visibility, and promote all positive aspects of KUGS through all appropriate channels
- Creative spirit and positive attitude
- Experience (preferably one quarter) with an on-air shift in Music for the Masses or specialty programming

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.

AS KUGS-FM Responsibilities

- Provide Support to KUGS-FM by:
 - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On -air program hours do not qualify as office hours.
 - Assisting Program Director with training of volunteers as needed.
 - Participating in the KUGS-FM Quarterly All Station Meetings.
 - Attending weekly KUGS-FM Staff Meetings
 - Covering KUGS-FM operations during academic breaks.
 - Completing other duties as assigned
 - Attending weekly traffic meetings

Position Responsibilities

- Ensure the effective marketing and promotions of KUGS-FM by:
 - Developing an overall marketing plan to increase the visibility of KUGS-FM on campus and in the community.
 - Coordinating station events and promotions, such as concerts or on-air contests.
 - Being responsible for press releases, mailing lists, maintaining social media presence, and all publicity correspondence.
 - Maintaining contacts with promoters, trade zones, and other radio stations.
 - Maintaining files of all advertising, posters, promotional materials, and financial records relating to publicity.
 - Working with the AS Communications Office and the Publicity Center to ensure that KUGS events are included in the AS Review and the Western Front.
 - Coordinating the production and distribution of KUGS-FM promotional materials, such as banners, posters, and program guides through the Publicity Center.
- Ensure that KUGS-FM receives external funding through underwriting support by:
 - Developing long-term programs to secure underwriting from local businesses.
 - Establishing and maintaining positive relationships with the local business community and possible KUGS-FM financial supporters.
 - Maintaining KUGS-FM database of underwriting contacts and information.
 - Working with the General Manager to identify potential sources of grant funding.
 - Working with the General Manager and the VU Finance Office in maintaining underwriting accounts.
- Incentivize listeners and volunteers by:
 - Soliciting donations from underwriters and local businesses.
 - Providing tickets to local music venues for listeners.
- Ensure that administrative records are properly maintained by:
 - Keeping accurate records of underwriting giveaways.
 - Keeping accurate records of ticket giveaways.

Salary

This position will receive approximately \$7,095.83 per position term, which is about \$295.66 per 2-week pay period.

Reportage

This position reports directly to KUGS-FM General Manager.

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.

KUGS - Marketing and Development Director (original)

About the Position: The KUGS Marketing and Development Director is responsible for securing underwriting support from local businesses, establish and maintain positive relationships with the local business community and possible financial supporters of KUGS, responsible for the overall marketing and promotion of KUGS-FM through press releases, mailing lists, internet communities and publicity correspondence, and coordinating on-air giveaways including but not limited to concert tickets.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of seven weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote at least 15 hours per week to KUGS business.
- Maintain a minimum of 15 office hours between 8 a.m. and 5 p.m. On-air program time does not qualify.
- Develop long-term program to secure underwriting support from local businesses and establish and maintain positive relationships with local business community and possible KUGS financial supporters.
- Maintain KUGS database of underwriting contacts and information.
- Work with General Manager in identifying potential sources of grant funding.
- Work with AS Finance Office and General Manager in maintaining underwriting account
- Provide listener and volunteer incentives through underwriting donations.
- Responsible for accurate records and mailings of underwriting giveaways.
- Schedule and coordinate fundraising events on an as needed basis.
- Responsible for overall marketing and promotion of KUGS-FM both on campus and in the community.
- Coordinate production and distribution of KUGS program guide and other promotional items, such as posters, banners, stickers, etc.
- Responsible for press releases, mailing lists, maintaining an internet presence, and all publicity correspondence. Maintain contacts with promoters, trade zones and other radio stations.
- Keep files of all advertising, posters, promotional materials and financial records relating to publicity.
- Work with the PC Media Specialist to ensure that KUGS events are included in, AS Review and Western Front.
- Assist Program Director with training of volunteers as needed.
- Required to provide 15 hours of training to the incoming KUGS Marketing and Development Director during spring quarter.
- Attend weekly Core Staff Meetings.
- Attend weekly Traffic Meetings.
- Responsible for covering operations during breaks and has 7 weeks of paid leave coordinated through the General Manager.

- Leave must be taken prior to the start of classes spring quarter.
- 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.
- 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.

Reportage: The Marketing and Development Director reports to the KUGS General Manager.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - B (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM Music Director

About the Position

The AS KUGS Music Director is responsible for maintaining the rotation system for airplay of music on KUGS. The Music Director maintains contacts with record distribution companies. The Music Director works in coordination with the Specialty Music Coordinator to assure the quality and security of the KUGS Music Library.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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
- Volunteer experience (preferably one quarter) with an on-air shift in "Music for the Masses" or specialty programming

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.

AS KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On -air program hours do not qualify as office hours.
 - Attending weekly KUGS-FM Staff Meetings.
 - Assisting Program Director with training of volunteers as needed.
 - Participating in the KUGS-FM Quarterly All Station Meetings.
 - Covering KUGS-FM operations during academic breaks.
 - Participating in a weekly meeting of the music selection committee (Program Director, Music Director, Specialty Music Coordinator, and General Manager).
 - Completing other duties as assigned.

Position Responsibilities

- Develop and maintain the KUGS-FM Music Collection by:
 - Maintaining contact with record and distribution companies on a regular basis to solicit music for the station library.

- Being responsible for keeping current with the music business - commercially and non-commercially.
- Coordinating the processing and previewing of new music.
- Working in collaboration with the KUGS-FM Program Director to maintain the rotation system for airplay of music on KUGS-FM.
- Maintaining communication with on-air volunteers, assisting them with developing a better knowledge of music and the library, and meeting with on-air volunteers as needed.
- Working in coordination with the KUGS-FM Specialty Music Coordinator/Music Librarian to assure the quality and security of the KUGS-FM Music Library.
- Filing weekly reports of Playlist charts.
- Developing and distributing a regular playlist to record companies.
- Ensure the effective coordination of music activities at KUGS-FM by:
 - Organizing musicians, KUGS-FM Staff, on-air volunteers, and news readers for live in-studio performances and interviews.
 - Obtaining music and promotional items from record companies for giveaways to KUGS-FM listeners in coordination with the KUGS-FM Marketing and Development Director.

Salary

This position will receive approximately \$7,095.83 per position term, which is about \$295.66 per 2-week pay period.

Reportage

This position reports directly to KUGS-FM Program 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

KUGS - Music Director (original)

About the Position: The KUGS Music Director is responsible for maintaining the rotation system for airplay of music on KUGS. The Music Director maintains contacts with record distribution companies. The Music Director works in coordination with the Specialty Music Coordinator to assure the quality and security of the KUGS Music Library.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of five weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote at least 15 hours per week to KUGS business.
- Maintain a minimum of 15 office hours between 8 a.m. and 5 p.m. On-air program hours do not qualify.
- Work in coordination with the Specialty Music Coordinator to assure the quality and security of the KUGS Music Library.
- Maintain contact with record and distribution companies on a regular basis to solicit music for the station library, develop and distribute a regular playlist to record companies.
- Responsible for filing weekly reports of Playlist charts to various music industry publications
- Work with Program Director on maintaining rotation system for airplay of music on KUGS-FM.
- Responsible for keeping current with the music business - commercially and non-commercially.
- Coordinate processing and previewing of new music and ensure music is available to DJs in a timely manner
- Obtain music and promotional items from record companies for give-aways to KUGS listeners in coordination with the Marketing and Development Director.
- Maintain communication with disc jockeys and announcers, and assist them with developing a better knowledge of music and the library.
- Responsible for organizing musicians, DJs and news readers for live in-studio performances and interviews.
- Take an active role in training and workshop sessions.
- Participate in a weekly meeting of the music selection committee (Program Director, Music Director, Specialty Music Coordinator, General Manager).
- Attend weekly core staff meetings.
- Other duties as assigned.
- Required to provide 15 hours of training to the incoming KUGS Music Director during spring quarter.
- Responsible for covering operations during breaks and has 7 weeks paid leave coordinated through the General Manager. Leave must be taken prior to the start of classes spring quarter.

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 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.

Reportage: The Music Director reports to the KUGS Program Director.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - B (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system. A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application. Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information: N/A

Job Posted: 3/1/2010

Closing Date: 4/12/2010

Recruitment #: 100123

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities and veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM News & Public Affairs Director

About the Position

The AS KUGS News & Public Affairs Director is responsible for KUGS On-Air news and public affairs programming along with ensuring that all material broadcast as part of the news and public affairs programming meets the standards of quality broadcasting, ethical journalism, and station policies. The KUGS-News & Public Affairs Director is responsible for training volunteer newsreaders and public affairs volunteers.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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
- Good writing, reporting, announcing skills
- Good news judgment. Awareness of international, national, regional and local issues
- Volunteer experience (preferably one quarter) with an on-air shift in "Music for the Masses" or specialty programming
- Knowledge of audio production

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.

KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On -air program hours do not qualify as office hours.
 - Attending weekly KUGS-FM Staff Meetings
 - Assisting Program Director with training of volunteers as needed.
 - Participating in the KUGS-FM Quarterly All Station Meetings.
 - Covering KUGS-FM operations during academic breaks.
 - Attending weekly traffic meetings.
 - During Operations Coordinator's absence responsible for soliciting and producing of public service announcements (PSA's).
 - Other Duties as assigned

Position Responsibilities

- Ensure that all material broadcast as part of the news programming meets the standards of quality broadcasting, ethical journalism, and station policies by:
 - Recording and editing all national news programming for on-air broadcast on a daily basis and ensuring that the recorded product is broadcast quality.
 - Newsgathering.
 - Working with the KUGS-FM Program Director and the General Manager to select and program features from Public Radio Satellite System.
 - Recruiting, developing, and training KUGS-FM newsreaders.
 - Recruiting, developing, and training KUGS-FM Public Affairs Programmers to produce independent, in-house, public affairs programming.
- Ensure that locally produced public affairs programming is of high quality by:
 - Working with the KUGS-FM General Manager to develop curriculum for public affairs volunteers.
 - Working with the KUGS-FM General Manager to oversee students in various aspects of local news gathering, production, and announcing.
 - Working with the KUGS-FM General Manager to produce quarter-long weekly public affairs program (this is to be for one quarter out of the four quarter position).
- Comply with Federal Communications Commission (FCC) regulations by:
 - Producing FCC-required quarterly issues report, which documents the community issues aired by KUGS-FM through the News and Public Affairs Programming.

Salary

This position will receive approximately \$7,095.83 per position term, which is about \$295.66 per 2-week pay period.

Reportage

This position reports directly to KUGS-FM Program 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 16, 2012

KUGS - News & Public Affairs Director (*original*)

About the Position: The KUGS News & Public Affairs Director is responsible for KUGS On-Air news and public affairs programming along with ensuring that all material broadcast as part of the news and public affairs programming meets the standards of quality broadcasting, ethical journalism, and station policies.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of seven weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote at least a total of 15 hours per week to KUGS business.
- Maintain a minimum of 15 office hours between 8 am and 5 pm. On-air program hours do not qualify.
- Record and edit all national news programming for on-air broadcast on a daily basis and ensure that the recorded product is broadcast quality.
- In coordination with the Program Director and General Manager recruit, develop and train KUGS newsreaders, and Public Affairs volunteers
- Work with KUGS General Manager in developing curriculum for public affairs volunteers, oversee students in various aspects of local news gathering, production and announcing. and produce at least one public affairs program each quarter (Summer Quarter excluded)
- Responsible for newsgathering.
- In coordination with the Operations Coordinator work with Associated Student Offices and Local Non-Profits to produces, edited and air extended Public Service Announcements and/or interviews
- In coordination with the General Manager. produce FCC-required quarterly issues report
- Work with KUGS Program Director and General Manager to select and program features from Public Radio Satellite System.
- Ensure that all material broadcast as part of the news programming meets the standards of quality broadcasting and ethical journalism, and station policies.
- Take an active role in training and workshop sessions.
- Attend weekly Core Staff meetings.
- Attend weekly traffic meetings.
- Other duties as assigned.
- Required to provide 15 hours of training to the incoming KUGS News/Public Affairs Coordinator during spring quarter.
- Responsible for covering operations during breaks and has 7 weeks of Paid leave coordinated through the General Manager.

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 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.

Reportage: The KUGS News and Public Affairs Director reports to the KUGS Program Director.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - B (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system. A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application.

Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information: N/A

Job Posted: 3/1/2010

Closing Date: 4/12/2010

Recruitment #: 100124

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities and veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM Operations Coordinator

About the Position

The AS KUGS Operations Coordinator is responsible for maintaining the daily program logs, including the rotation of all pre-recorded announcements, pre-recorded programs, and FCC required announcements. The Operations Coordinator also coordinates KUGS in-house audio production of promotional spots, public service announcements, news and public affairs programs, and underwriting announcements.

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, and supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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
- Good copywriting and announcing skills
- Experience or familiarity with audio production
- Volunteer experience (preferably one quarter) with an on-air shift in "Music for the Masses" or specialty programming

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.

AS KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On -air program hours do not qualify as office hours.
 - Attending weekly KUGS-FM Staff Meetings
 - Assisting Program Director with training of volunteers as needed.
 - Participating in the KUGS-FM Quarterly All Station Meetings.
 - Covering KUGS-FM operations during academic breaks.
 - Acting as the Program Director in the Program Director's absence.
 - Being responsible for coordinating and leading weekly traffic meetings with KUGS-FM Marketing and Development Director, and KUGS-FM News/PA Directors.
 - Other Duties as assigned

Position Responsibilities

- Ensure smooth and effective daily operations of KUGS-FM by:
 - Maintaining the daily FCC operator and program logs, along with the rotation of all pre-recorded announcements, pre-recorded programs, and FCC-required announcements.
 - Writing, recording, and scheduling Public Service Announcements, Campus and Community Calendars, and soliciting announcements from the Associated Students and campus organizations.
 - Coordinating KUGS-FM and Associated Students event announcements.
 - Working with the KUGS-FM General Manager and the KUGS-FM Program Director to improve listen-ability and overall sound of the radio station.
- Ensure that KUGS-FM production projects are well coordinated by:
 - Working with KUGS-FM Marketing and Development Director to generate self-promotional spot ideas and underwriting announcements.
 - Working with KUGS-FM News and Public Affairs Director to produce promotional spots for news and public affairs programs.
 - Ensuring that all on-air volunteers are trained in the use of the production studio facilities.
 - Being responsible for operations aspects of broadcasts that involve remote sources, including preempting the operations logs to include broadcast. (Arrangements for these special productions are made with KUGS-FM staff and volunteers.)

Salary

This position will receive approximately \$7,095.83 per position term, which is about \$295.66 per 2-week pay period.

Reportage

This position reports directly to KUGS-FM Program 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 16, 2012

KUGS - Operations Coordinator *(original)*

About the Position: The KUGS Operations Coordinator is responsible for maintaining the daily program logs, including the rotation of all pre-recorded announcements, pre-recorded programs, and FCC required announcements. The Operations Coordinator also coordinates KUGS in-house audio production of promotional spots, public service announcements, news and public affairs programs, and underwriting announcements.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of seven weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote at least 15 hours per week to KUGS business.
- Maintain a minimum of 15 office hours between 8am and 5 pm Monday through Friday. On-air program hours do not qualify.
- Maintain the daily operator and program log, along with the rotation of all pre-recorded announcements, pre-recorded program and FCC-required announcements.
- Coordinate KUGS and Associated Student Event and Office Announcements. Write, record, and schedule Public Service Announcements, Campus and Community Calendars and solicit announcements from Associated Students and campus organizations.
- Ensure that all on-air volunteers are trained in the use of the production studio facilities and the EAS (Emergency Alert System)
- Assist with the training program for incoming on-air volunteers
- Generate, write record and schedule self-promotional spots.
- Work with Development Director to produce underwriting announcements.
- Work with News/Public Affairs Director to produce promotional spots for news and public affairs programs.
- Work with KUGS General Manager and Program Director to improve listen-ability and overall sound of the radio station.
- Responsible for coordinating and leading weekly traffic meetings with Development and News/PA Directors.
- Required to provide 15 hours of training to the incoming KUGS Operations Coordinator during spring quarter.
- Responsible for covering operations during breaks and has 7 weeks of paid leave coordinated through the General Manager.
- Leave must be taken prior to the start of classes spring quarter.
- Act as the Program Director in the Program Director's absence.
- Perform other duties as needed or assigned.

Required Qualifications:

- Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduate students
- 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 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.

Reportage: The Operations Coordinator reports to the KUGS Program Director.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - B (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system. A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application. Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information: N/A

Job Posted: 3/1/2010

Closing Date: 4/12/2010

Recruitment #: 100122

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities and veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM Program Director

About the Position

The AS KUGS Program Director is responsible for KUGS on-air programming. Through the supervision of KUGS core and on-air staff members, the Program Director ensures that the content of KUGS on-air programming complies with station policies and Federal Communications Commission (FCC) regulations while addressing the needs of our listeners.

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 direction of the Associated Students (AS) Board of Directors.

About the Department

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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
- 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

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.

AS KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - Devote at least 19 hours per week to KUGS business
 - Have 15 hours per week posted. Maintain office hours between 9 a.m. and 5 p.m. On-air program time does not qualify.
 - With the exception of the KUGS-FM Maintenance Engineer and KUGS-FM Marketing and Development Director, supervises KUGS-FM Core Staff.
 - Participating in the training of KUGS-FM staff as directed by the General Manager.
 - Facilitating weekly Core Staff meetings.
 - Facilitating the KUGS-FM Quarterly All Station Meetings.
 - Responsible for covering operations during breaks
 - Other duties as assigned.

Position Responsibilities

- Enhance and maintain KUGS-FM On-Air Operations by:
 - Facilitating the training program for incoming on-air volunteers.
 - Being responsible for on-air operation of KUGS-FM throughout the year.
 - Ensuring arrangements are made for substitutes in the event of absent personnel and being prepared to take responsibility for providing on-air replacements in emergency situations.

- Maintaining station access and substitute program lists and providing facility access lists quarterly as required by the VU and campus security.
- Ensuring that content of on-air programming complies with station policies and FCC regulations.
- Ensuring programming compliance with KUGS, AS, VU, WWU, FCC policies and State and Federal laws.
- Preparing the Quarterly Program Schedule and Guide.
- Supervising the KUGS Specialty Music Coordinator, KUGS Operations Coordinator, KUGS News and Public Affairs Director, and KUGS Music Director.
- Foster the working relationship between KUGS-FM and the rest of the AS organization by:
 - Serving as a voting member of AS Management Council.
 - Helping plan and implement AS Fall Staff Development.

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 KUGS-FM General Manger.

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

The Associated Students is an Equal Opportunity Employer.

Revised February 16, 2012

KUGS - Program Director *(original)*

About the Position: The KUGS Program Director is responsible for KUGS on-air programming. Through the supervision of KUGS core and on-air staff members, the Program Director ensures that the content of KUGS on-air programming complies with station policies and Federal Communications Commission (FCC) regulations while addressing the needs of our listeners.

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 direction of the Associated Students (AS) Board of Directors.

About the Department: The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of seven weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote at least 19 hours per week to KUGS business.
- Have 15 hours per week posted. Maintain office hours between 8 a.m. and 5 p.m. On-air program time does not qualify.
- Supervise KUGS on-air staff.
- Facilitate training program for incoming on-air volunteers.
- Coordinate quarterly programming schedule through volunteer renewal and recruitment.
- Responsible for on-air operation of KUGS-FM throughout the year.
- Ensure that content of on-air programming complies with station policies and FCC regulations.
- Participate in training of KUGS on-air staff as directed by the General Manager.
- With the exception of the Maintenance Engineer and the Marketing and Development Director, supervise KUGS Core Staff.
- Ensure arrangements are made for substitutes in the event of absent personnel, and be prepared to take responsibility for providing on-air replacements in emergency situations.
- Maintain station access and substitute program lists. Provide facility access lists quarterly as required by the VU and campus security.
- Assist Marketing and Development Director in preparing the program guide.
- Facilitate weekly Core Staff meetings.
- Responsible for covering operations during breaks and has 7 weeks paid leave coordinated through the General Manager. Leave must be taken prior to the start of classes spring quarter.
- Participate in a weekly meeting of the music selection committee. (Program Director, Music Director, Specialty Music Coordinator General Manager).
- Ensure programming compliance with KUGS, AS, VU, WWU, FCC policies and State and Federal laws.
- Serve as a voting member on the AS Management Council and other committees as assigned.
- Complete 15 hours of internship with the incoming Program 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:

- 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 Program Director reports to the KUGS General Manager.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - C (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system. A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application. Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information: N/A

Job Posted: 3/1/2010

Closing Date: 4/12/2010

Recruitment #: 100121

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities and veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.



Associated Students of Western Washington University

AS KUGS-FM

AS KUGS-FM Specialty Music Coordinator/Music Librarian

About the Position

The AS KUGS Specialty Music Coordinator/Music Librarian acts as a liaison between KUGS-FM Specialty Show Programmers and record distribution companies to improve the KUGS-FM Music Library. The Specialty Music Coordinator/Music Librarian is also responsible for the security, preservation and maintenance of the sound recording collections housed in the KUGS Music Library.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students

Terms of Position

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

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
- Volunteer experience (preferably one quarter) with an on-air shift in "Music for the Masses" or specialty programming

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.

AS KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On -air program hours do not qualify as office hours.
 - Attending weekly KUGS-FM Staff Meetings
 - Assisting Program Director with training of volunteers as needed.
 - Participating in the KUGS-FM Quarterly All Station Meetings.
 - Covering KUGS-FM operations during academic breaks.
 - Participating in a weekly meeting of the music selection committee (Program Director, Music Director, Specialty Music Coordinator,
 - Completing other duties as assigned.

Position Responsibilities

- Develop and maintain the KUGS-FM Specialty Music Collection and Library by:

- Acting as liaison between KUGS-FM Specialty Show Programmers and record distribution companies to improve the KUGS-FM Music Library.
- Maintaining the KUGS-FM Music Library including, but not limited to, keeping the library in alphabetical order, marking all incoming albums with the KUGS-FM logo, timely updating library with new releases, preservation and maintenance of the sound recording collections housed in the library, publication of the music library catalog, and maintaining the security of the library.
- Working in coordination with the KUGS-FM Music Director to ensure that new specialty music is included in the daily rotation and informing the KUGS-FM Music Director and on-air volunteers of specialty music that crosses musical genres and tastes.
- Filing weekly reports of Playlist charts for various specialty genres not included in the KUGS-FM Music Director's Reports including, but not limited to, Hip Hop, Jazz, Blues, Latin Alternative, World, and RPM.
- Being responsible for the on-going development of the KUGS-FM Music Library in order to maintain consistent growth of music in all genres.
- Keeping current with the music business, with emphasis on the particular specialty program genres of any given quarter.
- Coordinating the processing and previewing of all new Specialty Show music.
- Maintaining regular communication with on-air volunteers and assisting them with developing a better understanding of the library system.
- Coordinating of Music Activities at KUGS by:
 - Obtaining music and promotional items from record companies for giveaways to KUGS-FM Specialty Show listeners in coordination with the KUGS-FM Marketing and Development Director.

Salary

This position will receive approximately \$7,095.83 per position term, which is about \$295.66 per 2-week pay period.

Reportage

This position reports directly to KUGS-FM Program 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 16, 2012

KUGS - Specialty Music Coordinator (*original*)

About the Position: The KUGS Specialty Music Coordinator acts as a liaison between KUGS Specialty Show Programmers and record distribution companies to improve the KUGS Music Library. The Specialty Music Coordinator is also responsible for the security, preservation and maintenance of the sound recording collections housed in the KUGS Music Library.

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 mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Term of Position: This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position has a minimum of seven weeks leave, timing that is scheduled by the General Manager and must be completed prior to the first day of 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 required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Position Responsibilities:

- Devote 15 hours per week to KUGS business.
- Maintain a minimum of 15 office hours between 8 a.m. and 5 p.m. On-air program hours do not qualify.
- Act as liaison between KUGS Specialty Show Programmers and Record distribution companies to improve the KUGS Music Library.
- Maintain the KUGS Music Library including - but not limited to - keeping library in alphabetical order, marking all incoming albums with KUGS logo, updating library with new releases in a timely fashion, preservation and maintenance of the sound recording collections housed in the KUGS Music Library, publication of the music library catalog, and maintaining the security of the library.
- Work in coordination with the KUGS Music Director to ensure that new specialty music is included in the daily rotation. Inform Music Director and on-air volunteers on specialty music that crosses musical genres and tastes.
- File weekly reports of Playlist charts for various specialty genres not included in the Music Director's Reports (including but not limited to – Hip Hop, Jazz, Blues, Latin Alternative, World, and RPM).
- Responsible for the on-going development of the KUGS Music Library in order to maintain consistent growth of music in all genres.
- Responsible for keeping current with the music business - with emphasis on the particular Specialty Program genres of any given quarter.
- Coordinate processing and previewing of all new Specialty Show music and ensure music is available to DJs in a timely manner
- Work in conjunction with the Marketing and Development Director to obtain music and promotional items from record companies for giveaways to KUGS listeners.
- Maintain regular communication with disc jockeys and announcers, assisting them with developing a better understanding of the library system.
- Take an active role in training and workshop sessions.
- Attend weekly core staff meetings.
- Participate in a weekly meeting of the music selection committee (Program Director, Music Director, Specialty Music Coordinator and General Manager).

- Other duties as assigned.
- Required to provide 15 hours of training to the incoming KUGS Specialty Music Coordinator during spring quarter.
- Responsible for covering operations during breaks and has 7 weeks of paid leave coordinated through the General Manager.
- Leave must be taken prior to the start of classes spring quarter.

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 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.

Reportage: The Specialty Show Coordinator reports to the KUGS Program Director.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **1 FTE - B (see Pay Schedule)** throughout the term of the position and is paid via Western's payroll system.

Bargaining Union: Not applicable

Application Instructions and Requested Documents: Please log in below and submit your application via Western's Electronic System for Employment (EASE). Note: You will need to be using Internet Explorer to utilize our online application system. A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. You may cut and paste your resume and cover letter as noted on the EASE application. Please complete the education and work experience section of the EASE application and submit the names and contact information of two professional references.

Other Information: N/A

Job Posted: 3/1/2010

Closing Date: 4/12/2010

Recruitment #: 100128

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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, overseeing the Personnel Office staff.~~
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, 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.~~
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.

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 that body for hiring, employment, and job description ~~decisions~~actions 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 continuous support and educational
- Overseeing all long term AS personnel events and projects including, but not limited to, AS hiring, ~~S~~ Staff Development events, Job Fair, recognition and New Hire Night.
- 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 positions, ~~and as well as~~ salary and wage rates ~~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/or~~ 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~~.
 - Helping employees feel valued.
 - 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

AS Personnel Office

AS Personnel 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.~~ The Personnel Assistant Director is responsible for assisting the Personnel Director 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 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.~~ 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 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 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.

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.~~
 - Serving as a resource to program supervisors who wish to provide specific trainings for their staff.
 - Planning and implementing a minimum of two mid-quarter sStaff Development development events ~~as instructed by~~ in conjunction with the Personnel Director.
 - Planning and implementing the New Hire Staff Development night 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 hiring~~Hiring.
- 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 AS 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 23, 2012.



ASSOCIATED STUDENTS OF WWU

Publicity Center Graphic Designer

Work Study Position
Graphic Artist 2

Publicity Center Statement of Purpose:

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, media coordination, internet facilitation, distribution, photography, and AS Review coverage to students, student organizations, and some campus departments.

Publicity Center Graphic Designer Statement of Purpose:

The PC Graphic Designer is responsible for timely design of promotional materials for clients of the Publicity Center.

Terms of Position:

Position begins after a qualified work study student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of finals week the following Spring quarter, or when the work-study award is depleted. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. Position may begin later in the year.

Wage:

Level II (\$8.85/hour)

The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor. The position requires an average of ten (10) to fifteen (15) hours per week, and no more than sixty (60) hours per month.

Reportage:

Publicity Center Graphic Designers reports to the Graphic Design Coordinator.

Required Qualifications:

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during employment.
2. Must maintain a minimum 2.00 cumulative grade point average.
3. Must maintain all work study financial aid minimum requirements.

Preferred Qualifications:

1. Working knowledge of and interest in publicity, communications, graphic reproduction and advertising.
2. Experience in the design and layout of posters, table tents, banners, logos, etc.
3. Knowledge of PC based computer-generated graphics.
4. Organizational, time management and client communication skills.

AS Responsibilities:

1. Follow all AS Policies and By-laws.

Position Responsibilities:

1. Design and prepare electronic and print promotional campaign materials, which may include posters, newspaper advertisements, table tents, tickets, banners, handbills, logo design etc.
2. Attend staff meetings and training as requested by the Graphic Design Coordinator and required by the Publicity Center Coordinator.
3. Generate ideas for improving and furthering the position.
4. Keep accurate track of work hours on office timesheets and submit them on time.
5. Communicating in a timely manner with clients
- 4.-6. Perform other duties as needed or assigned.

The Associated Students is an Equal Opportunity Employer.

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



Associated Students of Western Washington University

AS Recycle Center

AS Education Coordinator

About the Position

The Recycling Education Program exists to provide recycling education for the campus community. The Educator assists the AS Recycle Center in improving the quantity and quality of the recyclable materials collected.

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 Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling.

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.
- Must have continually possessed a valid driver's license over the past 24 months.

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.
- Basic knowledge of recycling, its process and environmental aspects.
- 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

- Increase recycling rates and reduce waste on campus by:
 - o Maintaining Recycling Education program and timeline on an annual basis, in conjunction with the Recycle Center Coordinator
 - o Keeping record of activities
 - o Performing waste stream analysis and research
 - o Performing a minimum of one recycle collection run every week
- Enhance the operations of the AS Recycle Center by:
 - o Establishing and maintaining a minimum of ten (10) office hours per week at the Recycle Center
 - o Attending Recycle Center staff meetings
 - o Maintaining and updating records and files on program activities.
 - o Performing other duties as assigned.
- Educate the campus community on best recycling practices by:
 - o Coordinating with the Publicity Center Coordinator during Spring quarter for educational advertising for the following year
 - o Being available for speaking engagements
 - o Developing and present a yearly program evaluation to the Facilities and Services Council
 - o Coordinating educational programs (Earth Day) with the AS Environmental Center

- Implementing creative new ways to educate students
- Use student fees in a responsible and proper manner by:
 - Serving as co-budget authority with the Recycle Center Manager
 - Developing quarterly and annual budget plans and projections
 - Reviewing, tracking, and maintaining budgets on a regular basis

Salary

This position will receive \$5,463.79 per position term.

Reportage

This position reports directly to the AS Recycle Center Manager.

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.

RC – Educator (*original*)

About the Position: The Recycling Education Program exists to provide recycling education for the campus community. The Educator assists the AS Recycle Center in improving the quantity and quality of the recyclable materials collected.

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 Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling.

Term of Position: This is a four quarter position. This position begins the Monday one week before the first week of summer quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation during the second week of September. 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 more some weeks and less other weeks depending on the office's needs. The position holder is not *required* or *expected* to work during intersession, winter or spring breaks

Position Responsibilities:

Devote a total of 15 hours per week to AS business.

Establish and maintain a minimum of 5 office hours per week at the Recycle Center.

Maintain Recycling Education program and timeline on an annual basis, in conjunction with the Recycle Center Coordinator.

Staff a recycle education table at Fall Info Fair, Kappa Carnival, Earth Day and other events throughout the year.

Establish regular contact with the Residence Resource Awareness Coordinator and participate in recruitment and training of residence hall Eco-Reps.

Coordinate with the Publicity Center Coordinator during spring quarter for educational advertising for the following year.

Be available for speaking engagements.

Coordinate educational programs with the Environmental Center.

Attend Recycle Center staff meetings.

Maintain and update records and files on program activities.

Keep record of activities.

Perform waste stream analysis and research.

Perform a minimum of one recycle collection run every week.

Perform other duties as assigned.

Provide training to the incoming Educator during Spring Quarter.

Perform other duties as assigned by the coordinator

Perform a minimum of one recycle collection run every week.

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 possess valid driver's license for the last two years.

Job Postings

[https://jobs.wvu.edu/JobPosting.aspx?JPID=1454\[4/8/2010 10:32:13 AM\]](https://jobs.wvu.edu/JobPosting.aspx?JPID=1454[4/8/2010 10:32:13 AM])

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.

Reportage: The Recycling Center Educator reports to the Recycle Center Supervisor.

Academic Emphasis: N/A

Job Location: Western Washington University - Recycle Center/Physical Plant

Salary: Position earns **1 FTE - B (see Salary Schedule)** throughout the term of the position and is paid via Western's payroll system.



Associated Students of Western Washington University

AS Recycle Center

AS Operations Manager (hourly) (Laborer 3)

About the Position

The Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students

About the Department

The Associated Students Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling

Term of Position

This is a four quarter position from summer to spring. This position works an average of 15 hours per week.

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.
- Must have continually possessed a valid driver's license over the past 24 months.

Preferred Qualifications

- Ability to work well with people, ability to plan and supervise the processing, storage and movement of materials.
- Working knowledge of recycling process and basic mechanics.
- Ability to operate a manual shift truck..
- Ability to monitor and record inventory movement.
- Possession of valid driver's license for two years.
- Ability to operate a fork lift (training available once hired)..
- Desire and ability to perform physical labor.

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 AS staff development events, as assigned by the AS Personnel Office, and departmental staff development events.
- o Being knowledgeable of the AS organization and its general operations.
- o Serving on search committees as designated by the AS Personnel Director.

Position Responsibilities

- Ensure that AS Recycle Center services are run smoothly and efficiently by:
 - Perform a minimum of two recycle collection runs every week.
 - Coordinating shipment of materials
 - Conducting emergency recycling pickups as necessary
 - Supervising collection activities and working with staff in the recycle collection process.
 - Monitoring, scheduling, and recording the maintenance of the Recycling Center facility and equipment.
 - Maintaining the recycle yard and sorting area so that they are clean and organized.
 - Planning and recommending improvements for handling and storing material, changes in deliveries, schedules and other procedures, as well as new equipment or alterations.
 - Coordinating special projects relative to facilities maintenance.

- Enhance the operations of the AS Recycle Center by:
 - Establishing and maintaining a minimum of five (5) office hours per week at the Recycle Center
 - Attending Recycle Center staff meetings
 - Maintaining and updating records and files on program activities.
 - Performing other duties as assigned.
 - Assisting other managers in the selection and training of personnel

Wage

This position will receive \$11.00 per hour.

Reportage

This position reports directly to Recycle Center Manager.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised February 23, 2012.

RC - Operations Manager *(original)*

About the Position: The Recycle Center (RC) Operations Manager plans and supervises the processing, storage and movement of recyclable materials. Duties may include: performance of physical labor, operating vehicles, and equipment.

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 Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling.

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. 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 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 15 hours per week to AS business.

Perform a minimum of two recycle collection runs every week.

Supervise collection activities and work with the staff in the recycle collection process.

Assist the Staff Manager and Coordinator in the selection and training of staff personnel.

Coordinate shipment of materials.

Monitor, schedule and record the maintenance of the Recycle Center facility and equipment.

Maintain the recycle yard and sorting area so that they are clean and organized.

Plan and recommend improvements for handling and storing material, changes in deliveries, schedules and other procedures, as well as new equipment or alterations.

Coordinate special projects related to facilities maintenance.

Perform other duties and responsibilities as assigned by the Coordinator.

Provide training for the incoming Operations Manager during spring quarter.

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**.

Must possess a valid driver's license for the past two years.

Preferred Qualifications:

Organizational and time management skills.

Job Postings

[https://jobs.wvu.edu/JobPosting.aspx?JPID=1456\[4/8/2010 10:25:57 AM\]](https://jobs.wvu.edu/JobPosting.aspx?JPID=1456[4/8/2010 10:25:57 AM])

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.

Reportage: The AS Recycle Center Operations Manager reports to the Recycle Center Staff Supervisor.

Academic Emphasis: N/A

Job Location: Western Washington University - Recycle Center/ Physical Plant

Salary: Position earns **.77 FTE - B (see Salary Schedule)** throughout the term of the position and is paid via Western's payroll system.



Associated Students of Western Washington University

Recycle Center

Staff Manager (hourly) (Laborer 3)

About the Position

The Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students

About the Department

The Associated Students Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling

Term of Position

This is a four quarter position. This position works an average of 15 hours per week.

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.
- Must have continually possessed a valid driver's license over the past 24 months.

Preferred Qualifications

- Ability to work well with people, ability to plan and supervise the processing, storage and movement of materials.
- Working knowledge of recycling process and basic mechanics.
- Ability to operate a manual shift truck.
- Ability to monitor and record inventory movement.
- Possession of valid driver's license for two years.
- Ability to operate a fork lift (training available once hired).
- Desire and ability to perform physical labor.
- Ability to operate MS Word and Publisher

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 AS staff development events, as assigned by the AS Personnel Office, and departmental staff development events.
- o Being knowledgeable of the AS organization and its general operations.
- o Serving on search committees as designated by the AS Personnel Director.

Position Responsibilities

- Ensure that AS Recycle Center services are run smoothly and efficiently by:
 - Performing a minimum of two recycle collection runs every week.
 - Helping the Operations Managers as necessary
 - Supervising collection activities and working with staff in the recycle collection process.
 - Maintaining the recycle yard and sorting area to that they are clean and organized.

- Ensure that AS Recycle Center staff are trained, effective in work, and treated well by:
 - Organizing and conducting staff meetings
 - Coordinating the selection and training of laborers
 - Scheduling and supervising laborers performing regular functions related to the collection and handling of materials
 - Working with Operations Manager to provide the laborers needed for special projects and material shipment
 - Maintaining records of labor related to various handling processes.
 - Acting as a liaison between staff and the Operations Manager and Coordinator when appropriate
 - Planning and recommending changes in recycling procedures and processes when appropriate

- Enhance the operations of the AS Recycle Center by:
 - Establishing and maintaining a minimum of five (5) office hours per week at the Recycle Center
 - Maintaining and updating records and files on program activities.
 - Performing other duties as assigned.
 - Assisting other managers in the selection and training of personnel

Wage

This position will receive \$11.00 per hour.

Reportage

This position reports directly to Recycle Center Manager.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised February 23, 2012.

RC - Staff Manager

About the Position: The Recycle Center (RC) Staff Manager coordinates schedules, direct activities, develop and maintain records. Duties may include: performing physical labor, operating vehicles, and equipmenting.

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 Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling.

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. 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 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 15 hours per week to AS business.

Perform a minimum of two recycle collection runs every week.

The remaining hours should be spent supervising collection activities and working with staff in the recycle collection process.

Coordinate selection and training of staff personnel.

Schedule and supervise personnel performing regular functions related to the collection and handling of materials.

Work with Operations Manager to provide the personnel needed for special projects

Maintain records of materials collected from campus pick-ups.

Maintain records of labor related to various handling processes.

Act as a liaison between staff and the Operations Manager and Coordinator when appropriate.

Plan and recommend changes in recycling procedures and processes when appropriate.

Perform other duties as assigned by the Coordinator.

Provide training to the incoming Staff Manager during spring quarter.

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.

Job Postings

<https://jobs.wvu.edu/JobPosting.aspx?JPID=1457>[4/8/2010 10:32:03 AM]

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.

Reportage: The AS Recycle Center Staff Manager reports to the Recycle Center Staff Supervisor.

Academic Emphasis: N/A

Job Location: Western Washington University - Recycle Center/ Physical Plant

Salary: Position earns **.77 FTE - B (see Salary Schedule)** throughout the term of the position and is paid via Western's payroll system.