



## Associated Students Personnel Committee

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**To: Associated Students Board of Directors**

**From: AS Personnel Committee**

**Date: March 6<sup>th</sup>, 2012**

**RE: AS Committee Coordinator**

Our committee is recommending that the AS Representation & Engagement Programs Support Staff position become the AS Committee Coordinator. Below you'll find:

- Rationale and details provided by AS REP Associate Director
- The job description for the AS Committee Coordinator
- The job description for the AS REP Support Staff (original)

Rationale for proposed change: The REP office does not need an "assistant". The REP Assistant truly functions as a committee coordinator, and based on long term planning for the committee structure, this change more accurately describes what the AS asks of and needs from this position (refer to AS President for questions). The nature of this position is inherently self-directed and requires independent analysis and decision making, which are more congruent with a salaried position classification.

By changing the title to "Committee Coordinator" it also becomes clear to applicants that this is not a clerical position and the primary focus is on committee responsibilities. Last year, many applicants perceived they were applying for a more clerical role.

Regarding the budget impact of a change from REP Program Support Staff to a Committee Coordinator:

Current allocation for REP Program Support Staff: \$4,425

Salary for 3-quarter Coordinator \$5,463.79

Increase \$1,038.79



Associated Students of Western Washington University  
AS Representation and Engagement Programs  
AS Committee Coordinator

**About the Position**

The Committee Coordinator position is responsible for coordinating Associated Students and University committees by facilitating student recruitment, appointment, training, and recognition.

**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 REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

**Terms of Position**

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

**AS Employment Qualifications**

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

**Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of AS and University committee structures
- Experience with taking minutes and parliamentary procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.

- Experience with MS Excel, MS Word, MS Outlook
- Self-motivated to seek out information
- Knowledge of or experience in training processes

#### **AS Employment Responsibilities**

- Serve the diverse 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, but not limited to: 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 Representation and Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - Maintaining 10 regular posted office hours per week as arranged with the REP team. 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.
  - Provide voter education and voter registration information.
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout the REP office.
  - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events.
  - Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - Planning short- and long-term goals for the REP with office staff and the REP Director.
  - Continually receiving feedback from participants of events and services.
  - Maintaining regular communication with REP staff outside of meetings.
- Foster working relationships with related campus and community resources by:
  - Being aware of and participating in REP related events .
  - Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

#### **Position Responsibilities**

- Recruit members to ensure student perspectives are represented on AS and University Committees by:
  - Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, to promote AS and University committees.
  - Developing and producing marketing materials for use at events to recruit committee members.

- Reaching out to the student body through such means as tabling, and contacting classes, departments, residence halls, clubs, past committee members, and other campus organizations.
- Coordinating with RHA to promote and obtain required RHA representatives.
- Leveraging other available opportunities to promote the committee system as an opportunity for student involvement and advancement.
- Prepare committee appointees for their assignments by:
  - Establishing and maintaining a training system.
  - Training committee appointees about the AS, the REP Office, parliamentary procedure (if applicable), and the relevant committee.
  - Providing on-going training and support for committee members and chairs as necessary.
- Foster working relationships with committee members/chairs by:
  - Establishing the position as a resource to committee members.
  - Maintaining ongoing support for committees, committee members and committee chairs and facilitating necessary communication.
  - Gauging feedback from members and adjusting processes as necessary.
  - Assessing the needs of committees, committee members, and committee chairs.
  - Providing recognition to committee members for their accomplishments and contributions.
  - Serving as liaison between committees and the AS Board of Directors.
- Ensure smooth administration of the committee process by:
  - Processing applications for committee appointments
  - Creating and maintaining a database for tracking committee information
  - Training AS Board members on their role with the committee application process
  - Contacting applicants not selected and suggesting other committees that are open
  - Contacting selected applicants for committee member appointments and informing them of committee specifics
  - Seeking out and changing committee information and updating committee pamphlets, databases, website, and other relevant materials.
  - Ensuring AS Board Program Assistant has necessary and timely information to put committee-related items on the AS Board of Directors agenda.
- Ensure the proceedings of Student Senate meetings are accurately documented by:
  - Taking minutes at weekly Senate meetings and producing a written document.
  - Submitting minutes to the Student Senate Chair in a timely manner for review at the next Senate meeting.

### **Salary**

This position will receive a \$5,463.79 per term of position, which is about \$287.57 per twice-monthly pay period.

### **Reportage**

This position reports directly to the AS Representation & Engagement Programs Associate Director.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised March 7, 2012.

# REP - Program Support Staff (hourly) 2011-2012

**About the Position:** The Representation & Engagement Programs (REP) Program Support Staff is responsible for maintaining records and contact with students serving on AS and university committees. The REP Program Support Staff is the official secretary for the AS Student Senate. The REP Assistant is responsible for maintain the records and files for the Western Votes.

**About the Department:** The REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

**Term of Position:** This is a three quarter position. This position begins the Tuesday two weeks before Fall Quarter begins and ends the Friday of finals week the following 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. 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 not *required* or *expected* to work during intersession, winter or spring breaks.

## Position Responsibilities:

- Recruit Students to serve on AS and university committees.
- Process student applications to be on AS and university committees in coordination with the AS Board of Directors.
- Communicate with committee and council chairs about recent appointments and committee member trainings.
- Maintain records for student appointments to AS and university committees.
- Maintain a complete list of all student appointments and their personal information.
- Maintain a record of contacts between the REP and committee members.
- Train and recognize student members of AS and university committees.
- Meet with committee members, one on one or in small groups, to gain feedback.
- Assist the REP Associate Director produce and publicize a committee report for the AS Board of Directors.
- Take minutes, prepare and distribute documents, maintain files, prepare agendas, and contact members for the Student Senate.
- Keep informed of AS and university committee meeting times, activities, and events.
- Answer phones and serve as a receptionist and resource person in the REP.
- Word process, type, copy, file, and distribute materials as directed.
- Support Western Votes as needed.
- Attend REP Staff meetings and one-on-one meetings with the REP Associate Director as scheduled.
- Post 10 office hours per week as arranged with the REP team.
- Perform other duties as assigned by the REP Associate 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.
- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Committee 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.

**Preferred Qualifications:**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Good spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes and Parliamentary Procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Knowledge of the AS and university committee structures.
- Available to work flexible hours; evening work is required.

**Reportage:** The REP Program Support Staff reports to the REP Associate Director

**Academic Emphasis:** N/A

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

**Salary:** Position earns \$8.85 per hour through WWU's payroll system.