



Associated Students of Western Washington University

AS Resource and Outreach Programs

AS Women's Center Coordinator

About the Position

The AS Women's Center (WC) Coordinator is responsible for facilitating the realization of the WC Statement of Purpose while supervising, training and supporting the WC Assistant Coordinator, Program Support Staff, work study staff and volunteers. The 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.

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 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 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.

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.
- Personable demeanor that makes people feel welcome at events and at the office.
- 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.
- Able to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge and passion about gender 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 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.

Resource and Outreach Programs Responsibilities

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

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

Women's Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center by:
 - Attending all office meetings as scheduled
 - Establishing and maintaining an effective working relationship with all WC staff
 - Plan 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 all 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

- Use student fees in a responsible and proper manner by:
 - Serving as co-budget authority with the ROP Director for the budgets of Women's Center admin, Take Back the Night, and Labyrinth.
 - Developing quarterly and annual budget plans and projections.
 - Regularly reviewing and maintaining budgets through Budget Tracker and Banner.
- Ensure that all Women's Center staff, including the WC Assistant Coordinator, WC Creative Programming Coordinator, and all other WC staff perform the responsibilities of their jobs by:
 - Conducting new employee orientation.

- Supervising these personnel.
- Developing training materials and opportunities.
- Coordinating and facilitating WC staff meetings.
- Providing on-going feedback and conducting evaluations.
- Requiring staff members to fill out client traffic sheets.
- Providing recognition to staff for their accomplishments and contributions.
- Considering for approval all events and activities, in conjunction with the ROP Director, sponsored by the Women's Center.
- Ensuring that all required paperwork is complete and turned in on time.
- Ensure that the Women's Center serves the diverse needs of the student body by:
 - Supporting the WC Creative Programming Coordinator in the production and assessment of the journal.
 - Coordinating the process of establishing short and long-term goals within the WC
 - Serving as the WC's primary liaison to the Western community.
 - Regularly debriefing events with staff and interns.
 - Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
 - Being available for speaking engagements and newspaper and radio interviews as needed.
 - Performing other duties as needed or assigned.
- Deliver educational, social, and community building opportunities to the campus community by:
 - Developing/implementing the bystander safety curriculum program.
 - Ensuring the balance of educational and social programming offered by the office.
 - Supporting the Creative Programming Coordinator in the planning and implementation of their required events.
 - Coordinating at least 4 events per quarter with the WC Assistant Coordinator, including:
 - Take Back the Night rally and march
 - Feminist Connection (fall quarter only)
 - Vagina Memoirs (optional, but if coordinated, 4 nights of Vagina Memoirs counts as 3 required events)
 - Coordinating at least one event per quarter geared toward an audience of 250 people or more.
 - Co-sponsoring with at least three other ROP offices in the academic year.

Salary

This position will receive \$5,463.97 per position term, which is about 302.47 per 2-week pay period.

Reportage

This position reports directly to Resource and Outreach Programs Director.

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

ROP - Women's Center Coordinator (original)

About the Position: The Women's Center (WC) Coordinator is responsible for facilitating the realization of the WC Statement of Purpose while supervising, training and supporting the WC Assistant Coordinator, Program Support Staff, work study staff and volunteers. The 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.

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 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 the Position: This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation 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 Associated Students business.

Establish, post and maintain a minimum of 10 office hours per week.

Serve as co-budget authority with the ROP Director in accordance with the AS Budget Authority Handbook.

Review budget on a monthly basis

Evaluate budget in order to assess expenditures

Fill out all forms per ROP/AS standards

Effectively maintain all financial records

Supervise/coordinate Assistant Coordinator and Program Support Staff, volunteers and work study:

Conduct new employee orientation; fill out all paperwork

Develop training materials and opportunities for work-study staff and volunteers.

Conduct meetings and training for office staff as needed.

Ensure that staff members properly fill-out client log sheets · Participate in staff recognition

Establish and maintain an effective working relationship with other members of the Women's Center, and initiate a system for maintaining regular communication with the Assistant Coordinator and Program Support Staff.

Plan short term and long range goals for WC with the ROP Director, the WC Assistant Coordinator and the Program Support Staff.

Assist clients as needed:

Actively listen to client questions and concerns

Utilize office resource to assist clients

Familiarize yourself with local agencies and resources

Refer clients to other organizations

Job Postings

[https://jobs.wvu.edu/JobPosting.aspx?JPID=1415\[4/8/2010 10:44:06 AM\]](https://jobs.wvu.edu/JobPosting.aspx?JPID=1415[4/8/2010 10:44:06 AM])

Research client questions/concerns as applicable

Maintain client confidentiality

Maintain and continually update resource and referral files for your office.

Establish an appropriate working relationship with related organizations both on and off-campus including, but not limited to:

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).

Maintain communication with the AS Webmaster in order to provide a current webpage.

Coordinate publicity for office and activities.

Plan and implement the Take Back the Night rally and march.

Organize and implement at least one Feminist Connection during Fall Quarter.

In conjunction with the Program Support Staff, oversee the development and publishing of the Women's Center journal, Labyrinth.

Be available for speaking engagements, newspaper and radio interviews as needed.

Maintain records and Event Evaluations to assist in future planning.
Provide training to incoming Coordinator during spring quarter.
Prepare a training packet that includes past program ideas, posters, expenditure requests, etc.
Ensure the programming guidelines listed below are maintained.
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.

Programming Guidelines:

Plan at least four activities per quarter.
Pursue new and dynamic programming ideas while still maintaining the intended vision of the A.S. Resource & Outreach Programs.
Co-sponsor programs as appropriate with AS clubs, programs and organizations, and other campus resources.
Plan Informational Tables to increase student outreach in Red Square, VU Lobby, Vendors Row, etc.
Programming ideas include, but are not limited to:
Body Pride Week, February
International Women's Day, March
Women's History Month, March
National Women's of Color Day, March
Domestic Violence Awareness Month, October
Take Back the Night, Spring Quarter
Breast Cancer Awareness Month
Sexual Assault Awareness 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 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.
Able to work flexible hours.
Budget management knowledge or experience
Basic knowledge of department and position specific responsibilities.

Reportage: The WC Coordinator reports to the ROP Director.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns **.77 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 Resource and Outreach Programs

AS Women's Center Assistant Coordinator

About the Position

The AS Women's Center (WC) Assistant Coordinator is responsible for assisting in the coordination of events and day-to-day operations of the WC. The 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.

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 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.

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.
- Personable demeanor that makes people feel welcome at events and at the office.
- 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.
- Able to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge and passion about gender 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 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.

Resource and Outreach Programs Responsibilities

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

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

Women's Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center by:
 - Attending all office meetings as scheduled
 - Establishing and maintaining an effective working relationship with all WC staff
 - Planning short- and long-term goals with the WC Coordinator 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

- Ensure that the Women's Center serves the diverse needs of the student body by:
 - Assisting with the maintenance of resource and referral contacts for the WC.
 - Aiding in the process of establishing short and long-term goals within the WC.
 - Serving as a liaison to the Western community.
 - Assisting with the coordination of the Assistant Coordinator for Creative Programming, volunteers and work-study students.

- Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- Being available for speaking engagements and newspaper and radio interviews as needed.
- Performing other duties as needed or assigned.
- Deliver educational, social, and community building opportunities to the campus community by:
 - Developing/implementing the bystander safety curriculum program
 - Coordinating at least 4 events per quarter with the WC Coordinator, including:
 - Take Back the Night rally and march.
 - Feminist Connection (fall quarter only).
 - Vagina Memoirs (optional, but if coordinated, 4 nights of Vagina Memoirs counts as 3 required events).
 - Coordinating at least one event per quarter geared toward an audience of 250 people or more.
 - Co-sponsoring with at least three other ROP offices in the academic year.

Salary

This position will receive \$5,463.97 per position term, which is about 302.47 per 2-week pay period.

Reportage

This position reports directly to the AS 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 February 24, 2012

ROP - Women's Center Assistant Coordinator (original)

About the Position: The Women's Center (WC) Assistant Coordinator is responsible for assisting the WC Coordinator in all aspects of fulfilling the WC Statement of Purpose. The 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.

Position Classification: Assistant Coordinators provide programming support to the Associated Students (AS) 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 maintain and update programming resources for the department. Specific training or experience is not normally required.

About the Department: The Associated Students Resource & Outreach Programs (ROP) provide 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 week prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position 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 winter or spring breaks.

Position Responsibilities:

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

Establish, post and maintain a minimum of 10 office hours per week.

Assist with the coordination of the Program Support Staff, volunteers and work study, which may include assisting with the following responsibilities:

Conducting new employee orientation; fill out all paperwork

Developing training materials and opportunities for work-study staff and volunteers.

Conducting meetings and training for office staff as needed.

Ensuring that staff members properly fill-out client log sheets

Participating in staff recognition

Establish and maintain an effective working relationship with other members of the Women's Center, and maintain regular communication with the Women's Center Coordinator.

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

Assist clients as needed:

Actively listen to client questions and concerns

Utilize office resource to assist clients

Familiarize yourself with local agencies and resources

Refer clients to other organizations

Research client questions/concerns as applicable

Maintain client confidentiality

Assist with maintaining and continually updating resource and referral files for your office.

Establish an appropriate working relationship with related organizations both on and off-campus including, but not limited to:

WEAVE

Western Men Against Violence

Domestic Violence and Sexual Assault Services (DVSAS)

Lummi Victims of Crime

Womencare Shelter

Assist in maintaining office communications (voice mail, e-mail, and campus mail).

Maintain communication with the AS Webmaster in order to provide a current webpage.

Assist in coordinating publicity for office and activities.

Assist with planning and implementing the Take Back the Night rally and march.

Assist with organization and implementing at least one Feminist Connection during fall quarter.

Be available for speaking engagements, newspaper and radio interviews as needed.

Maintain records and Event Evaluations to assist in future planning.

Provide training to incoming Assistant Coordinator during spring quarter.

Prepare a training packet that includes past program ideas, posters, expenditure requests, etc.

Ensure the programming guidelines listed below are maintained.

Perform other duties as 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.

Programming Guidelines:

Plan at least four activities per quarter.

Pursue new and dynamic programming ideas while still maintaining the intended vision of the A.S. Resource & Outreach Programs.

Co-sponsor programs as appropriate with AS clubs, programs and organizations, and other campus resources.

Plan Informational Tables to increase student outreach in Red Square, VU Lobby, Vendors Row, etc.

Programming ideas include, but are not limited to:

Body Pride Week, February

International Women's Day, March

Women's History Month, March

National Women's of Color Day, March

Domestic Violence Awareness Month, October

Take Back the Night, Spring Quarter

Breast Cancer Awareness Month

Sexual Assault Awareness 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 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.

Basic knowledge of department and position specific responsibilities.

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 ROP Women's Center

AS Women's Center Assistant Coordinator for Creative Programming

About the Position

~~The AS Women's Center (WC) Assistant Coordinator for Creative Programming 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.~~ [The AS Women's Center \(WC\) Assistant Coordinator for Creative Programming serves as editor for the Labyrinth journal and implements creative expression events, among other related activities. These events should follow the mission of the Women's Center and primarily increase awareness, accessibility, and appreciation for the Labyrinth Journal.](#)

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

- Knowledge of and/or experience with cultivating personal expression through artistic mediums
- Interest in facilitating programs based on art and individual expression
- Ability to introduce the Labyrinth to students in an articulate, professional, and effective manner
- Ability to support creative and innovative approaches to the development of the Labyrinth journal
- 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 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Resource and Outreach Programs Responsibilities

- Empower and support the Associated Students membership with information, activities, and peer education by:
 - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
 - Providing unbiased, nonjudgmental, and accurate information and services to students.
 - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.

- Providing a confidential, safe, and inclusive space for students.
- Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
- Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
 - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
 - Promoting teamwork and collaboration throughout all the ROP offices.
 - Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
 - Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
 - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
 - Collecting and inputting office traffic forms.
 - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

Women's Center Responsibilities

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

Position Responsibilities

- Provide platforms of creative expression for the campus community by:
 - Planning and implementing gender-related events based on personal expression and identity exploration, targeted at generating interest in the Labyrinth, excluding the Labyrinth journal, which could include writing workshops, erotic poetry, and spoken word: one-two in fall, ~~one in winter~~, and two-one 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~~Developing a theme relating to celebrating gender expression, identity, and/or feminist discourse.
 - ~~Establishing deadlines for submissions and work~~Establishing deadlines for submissions and creative programming.
 - Facilitating an open call for submissions.
 - Promoting initial submissions through publicity, class raps, social media, and other methods designed to reach a diverse population of students.
 - Developing and implementing programs intended to foster support for and submissions to Labyrinth.
 - 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~~Reviewing and evaluating 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 AS 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 March 7, 2012

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: 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