



Associated Students of Western Washington University

AS Representation & Engagement Programs

AS Voter Education & Registration Coordinator

About the Position

The AS Voter Education & Registration Coordinator is responsible for coordinating voter registration efforts during even-numbered (election) years. [This position is also responsible for educating the campus community about issues regarding the primary and general elections.](#)

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 AS Representation & Engagement Programs (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 position begins the Monday the first week of summer quarter and ends the Friday following the general election in November. This position is required to attend AS Summer Staff Development. 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 holder is given one week of time off over the summer, to be coordinated with the position supervisor.

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.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with the voter registration process.

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 AS Summer Staff Development and other trainings as designated by the AS Personnel Director.
 - 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.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Representation & 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:
 - Plan 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 continual 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 communications with Western Votes and other civic engagement organizations on campus

Position Responsibilities

- Register students to vote for both primary and general elections by:

- Assisting the AS REP Associate Director in planning fall quarter voter education and registration events.
- Participating in relevant campus events, including but not limited to Transitions, SummerStart, Red Square Info Fair, etc.
- Reaching out to the student body by such means as tabling and contacting classes, departments, residence halls, clubs, committee members, and other organizations.
- Leveraging other available opportunities to encourage students, faculty, and staff to register to vote.
- Enable Western Votes and AS REP staff to educate and register voters by:
 - Assisting the AS REP Associate Director in establishing and maintaining a training system.
 - Working with the Washington Student Association and Washington Bus to facilitate trainings as needed.
 - Train, oversee, and schedule hourly voter registration staff.
- Ensure that accurate records of students, staff, and faculty registered to vote by:
 - Keeping a count of number of students registered to vote by day and hour.
 - Collecting, sorting, and preparing voter registration forms for mailing or delivery.
 - Assisting in keeping an electronic record of students registered to vote.
- Educate the campus community, in a non-partisan manner, about the issues and candidates on the ballot by:
 - Researching issues and candidates that will be on the ballot.
 - Creating and distributing voter education materials.
 - Publicizing the election and reminding the campus of the importance of voting.
 - Assisting AS REP Staff in planning and implementing election-related events.

Salary

This position will receive \$2,712 per position term, which averages to \$271.20 per twice-monthly pay period.

Reportage

This position reports directly to 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 Month 00, 2000.