



Associated Students of Western Washington University
Board of Directors
Assessment Coordinator

About the Position

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

Position Classification

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

The ~~Tactical Assessment Program (TAP)~~ AS Assessment Process is a structured, transparent, and consistent assessment process which ~~assesses~~ evaluates and ~~evaluates~~ strategizes with AS Programs on a rotating quadrennial cycle. The ~~TAP~~ process utilizes office data to present strategic office recommendations, to the AS Board of Directors, regarding assessment findings and methods of continuous improvement. The ~~TAP~~ process is conducted by the coordinator with the AS Structure and Program Advisory Committee (SPAC).

Terms of Position

This is a four quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Additionally, this position requires 40 hours of planning and preparation work to be done over the summer for the planning and scheduling of fall ~~quarter's~~ quarter's AS Assessment Process ~~Tactical Assessment Program~~. This position works an average of 15 hours per week during Fall, Winter, and Spring Quarter. The position holder may work more some weeks and less other weeks depending on the needs of the AS Assessment Process. 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.

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

Preferred Qualifications

- Strong interpersonal skills.
- 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.
- Experience and/or knowledge of assessment processes and practices.
- Budget management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- ~~Strong interpersonal skills.~~
- Basic knowledge of department and position specific responsibilities.
- Experience and/or knowledge of assessment processes and practices

AS Employment Responsibilities

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

Position Responsibilities

- Ensure that the ~~Tactical Assessment Program~~ AS Assessment Process is effectively implemented by:
 - Devoting a total of ~~19-15~~ hours per week during ~~F~~fall ~~and W~~winter, and Spring Quarters ~~quarters and 5 hours per week during spring quarter~~ to AS ~~b~~Business.
 - Posting and maintaining a minimum of 5 office hours per week ~~during fall and winter quarters and 2 during spring quarter.~~
 - Becoming familiar with AS structure, policies, and procedures, especially those pertinent to assessment ~~TAP~~.
 - Serving as Chair for the Structure & Program Advisory Committee (SPAC).
 - Being knowledgeable of information regarding offices undergoing the Assessment Process ~~TAP~~, including but not limited to: statements of purpose and programmatic outcomes, services and events, structure and history, funding levels and use, position purposes and job descriptions.
 - Communicating the requirements of TAP SPAC reportage and the AS Assessment Process to programs under assessment.
 - Assisting programs and offices in following the TAP Assessment Process requirements and guidelines.

- Making recommendations to the AS Board of Directors regarding improvements in the ~~TAP AS Assessment process~~. Process.
- Advising various departments and offices on their internal and external evaluation and measurement processes throughout the year.
 - This can include event evaluations, needs inventories, software, hardware, formatting, distribution, and cataloging of assessment data.
- Ensure that the Structure and Program Advisory Committee is effectively managed and ~~ran~~ run by:
 - Supervising and coordinating assessment teams consisting of members of SPAC.
 - Developing and implementing assessment trainings for members of SPAC and its subcommittees.
 - Maintaining objectivity ~~and neutrality~~ in conducting assessments.
 - Assessing reportage concerns, position relevance, hiring processes, transition tactics, program standards, the creation of new programs, the alteration or elimination of existing programs, institutional structure, and long-term goals for issues not directly related to TAP the Assessment Process.
- Improve the services and activities of AS Programs assessed through ~~TAP SPAC~~ TAP SPAC by:
 - Making recommendations to the AS Board of Directors regarding programmatic improvement.
 - ~~Eliminating financial waste, misuse of funds, and unnecessary duplications within the AS.~~
 - Providing a framework for offices to strategically invest office efforts and resources in the most effective way possible.
 - Working with previously assessed offices to ensure previously approved TAP SPAC directives recommendations are successfully implemented.
 - Working with offices to gather data and prepare information in preparation for ~~TAP~~ the Assessment Process.
 - ~~Serving on the Act as a resource for the -AS Budget Committee by~~ providing perspective on budgetary implications of new strategic recommendations passed by the AS Board of Directors.

Salary

~~This position will receive a pay grade XC, FTE 0.0016 throughout summer quarter, FTE 0.85C000 throughout fall and winter quarters, and FTE 0.23C throughout spring quarter, which is approximately \$5,071.820,000 per position term.~~

This position will receive \$5,463.97 per position term

Reportage

This position reports to the AS Board of Directors through the Vice President for Business & Operations. The VP for Business & Operations maintains oversight by providing strategic guidance and context, providing connections to resources and holding regular talk times.

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

The Associated Students is an Equal Opportunity Employer.