

Doc. 14 to 3/7/13



Associated Students of Western Washington University

AS Publicity Center - AS Review

AS Photographer

About the Position

The Associated Students (AS) Photographer is responsible for the organization, management and timely completion of photo assignments assigned by The AS Review Editor In Chief or the Publicity Center (PC) Coordinator, and careful digital archiving of all AS photography.

Position Classification

Service Positions work to serve the AS and support the views of the AS Board of Directors. These positions work under limited supervision and act as liaisons between various AS departments, Western students and those outside the organization. Specific duties include, but are not limited to: assisting clients or customers of the AS, working with supervisors, providing advocacy and support for AS programming and planning, and serving as a resource for Western's students.

About the Department

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

The AS Review serves as a hub of information about Associated Students (AS) events, and as a source for AS - related news and other issues of student concern. The AS Review is comprised of a news section, which seeks to provide timely coverage of issues that are relevant to Western students; a calendar highlighting upcoming events on and off campus; articles both reviewing and previewing these events; and an editorials and opinions section featuring AS club and students submissions, as well as staff editorials.

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 00 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.
- Experience with photography, image processing, reporting, AP Style and journalistic ethics.
- 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 assisting others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work flexible hours.
- Ability to work within deadlines and problem solve.
- Basic knowledge of copyright law
- 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.

Publicity Center Responsibilities

- Provide support to Publicity Center by:
 - Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
 - Attending periodic Publicity Center staff meetings.
 - Assisting with clients at front desk when needed.
 - Completing other duties as assigned.

Position Responsibilities

- Take, edit and prepare photographs to be printed in the AS Review and/or used by AS offices by:
 - Punctually scheduling photo shoots
 - Using Adobe Bridge and/or Lightroom to process and prepare images in appropriate format and resolution for desired media delivery.

- Maintain digital photo archive by:
 - Deleting useless images or ones with poor image quality
 - Renaming files for efficient archiving
 - Converting all final images to .dng format.
 - Keywording images for searchability
- Ensure equipment and inventory of supplies is adequate for successful photography by:
 - Reporting all equipment problems to the Publicity Center Coordinator.
 - Maintaining equipment using professional practices.
 - Requesting additional equipment or supplies needs to AS Review Editor in Chief
- Ensure the growth and development of the AS Review by:
 - Recommending publication or process changes to the Editor in Chief.
 - Training the incoming AS Photographer
 - Expanding the digital presence of the paper with images online.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to the AS Review Editor in Chief.

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.



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 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

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.

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

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 Club Activities Office Responsibilities

- Maintain adequate communication and functioning of the office by:
 - Attending weekly Club Hub check-in meetings to address both strategic planning for the office as well as upcoming Activities Council agenda items.
 - Staffing a table at Red Square Info Fair to represent the AS Club Activities Office.

Position Responsibilities

- Assure administrative functions of the AS Club Activities Center 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 Activities Council meetings, usually 1.5-2 hours on Monday evenings.
 - Serving as Budget Authority over AS Club Activities Office budget (FXXACT).
 - Serving as Budget Authority over AS Club Leadership Development fund [PENDING TRANSFER AND OFFICIAL NAME CHANGE].
 - Performing other duties as assigned by the Student Activities Advisor and AS Vice President for Activities
- Support the creation and development of new clubs by:

- 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.
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- Ensure that OrgSync meets the needs of clubs by:
 - Processing club renewals
 - 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 disseminating 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 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.
 - Maintaining and updating AS Club Hub resource files, 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.
 - Developing club workshops.
Completing this task.
- 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.
 - 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 a pay grade X, FTE .75 which is approximately \$4,838.06 per position term.

Reportage

This position reports directly to the Student Activities Advisor.

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

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Revised Month 00, 2000.