



Western Students Give Back Position Creation and Appointment

Proposed Motion: 1. Approve job description for Western Students Give Back Coordinator to be funded \$1,200 out of Operating Enhancement with the stipulation that an assessment be completed by March 1st regarding need to extend the position into spring quarter. 2. Appoint ***** to the Western Students Give Back Logistics Coordinator position.

Sponsor: President Carly Roberts

Persons of Contact: Carly Roberts

Date: 12-11-2013

Attached Documents

- Western Students Give Back Coordinator Job Description
- AS Board Minutes from January 12, 2005 “AS Tsunami Disaster Relief Coordinator Hiring”
- Job Description, “Associated Students Tsunami Disaster Relief Coordinator”

Summary of Proposal

This proposal will create a temporary hourly position to help coordinate “Western Students Give Back” efforts. This proposal also requests an appointment process for this position rather than the AS hiring committee process.

This fulfills the fundamental purposes of the AS to represent and serve students.

Background & Context

This position is being created in response to students’ desire to see a coordinated response to the Riot that occurred on October 12th, 2013.

Up until this point response has been coordinated by the AS President. Due to the multitude of duties and responsibilities competing for that position’s time, response coordination cannot be sustained at the level needed. It is clear that there must be an individual wholly devoted to these efforts if a satisfactory community outreach response is to be implemented.

There is precedence for this type of action: In 2005, the AS Board of Directors created a position titled “AS Tsunami Disaster Relief Coordinator” “in response to students wanting a relief effort begun on campus as quickly as possible”. In this situation, the job description was approved and an individual was appointed to fill this position in the same motion- 05-W-009 “Approve the job description for the A.S. Tsunami Disaster Relief Coordinator, as presented in document 2 and the hiring of Sean Baird to fill this position, effective January 13, 2005 – out of the A.S. Operating Enhancement fund.”

There is precedence for appointing individuals to AS positions within special circumstances, the most recent being an appointment to for a day-of coordinator for AS Red Square Info Fair 2013 this past September.

This position cannot go through personnel committee and the usual AS hiring process due to the time constraints. In order for this position to be effective, it must be appointed prior to the end of this quarter so that they may begin immediately in winter quarter. However, the Personnel Director has been consulted throughout this process and reviewed the proposed job description.

Fiscal Impacts

Minimum wage is set to be \$9.32 in January 2014. This position will work an average of 10-12hours per week, the figure below is determined using 12 hours per week.

$\$9.32 \times 120 \text{hrs} = \$1,118.40$ rounded up to \$1,200 in proposed motion

It is requested that this position be funded out of Operating Enhancement, no other budgets will be affected.

Rationale

This position is the means by which to accomplish actions which have been requested of the AS by both students and community members.

Short-term benefits: Immediate efforts such as volunteer opportunities and fundraising will be coordinated that otherwise would be left undone.

Long-term Benefits: Increased awareness of Western students in the community, positive image of university and WWU students preserved.

This is being requested from Operating Enhancement because it is “a new project”.



Associated Students of Western Washington University

AS Board of Directors

Western Students Give Back Logistics Coordinator (hourly)

About the Position

This position is a temporary, one-time position which will Coordinate Western Students Give Back efforts in response to the events of October 12, 2013.

About the Department

The 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.

Term of Position

Position begins Monday, January 6, 2014 and ends Friday, March 21, 2014. This position works an average of 10-12 hours per week. (Note: this position may be extended into spring quarter depending on the needs of the student body and the availability of the position holder.)

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.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Attending trainings at the discretion of the AS President in consultation with the AS Personnel Director.
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - Being knowledgeable of the AS organization and its general operations.

Position Responsibilities

- Ensuring thorough communication and advertising for the Western Students Give Back efforts by:
 - Holding at least five office hours per week to be available to the public.
 - Performing administrative work for the program including tracking event information, scheduling, archival, correspondence, and maintaining a roster and communication network for the volunteer base.
 - Facilitating meetings as necessary with volunteers to assess successes and learn about any issues or challenges that may have arisen at events and to brainstorm recommendations for how to troubleshoot future events.
 - Submitting all necessary paperwork to Human Resources to register students as official university volunteers, including timesheets of their hours worked.
 - Coordinating campus outreach to recruit volunteers.
 - Perform other duties as assigned by the AS President.

Ensuring coordination of volunteers and community members for the Western Gives Back efforts by:

- Working with any AS Clubs who regularly volunteer in the community, the Center for Service Learning and any other relevant groups.
- Coordinating efforts with the Whatcom Volunteer Center and other community organizations.
- Coordinating efforts that may include event planning, fundraising or volunteer days.
- Attend regular meetings with the AS President to keep them informed about upcoming events, the program as a whole, and to gain more information on community response.

Wage

This position will receive \$9.32 per hour.

Reportage

This position reports directly to the AS President.

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

The Associated Students is an Equal Opportunity Employer.

Revised on December 11, 2013 by motion