



## **Associated Students of Western Washington University**

AS Board of Directors

Board Assistant for Internal Committees

Hourly Position

### **About the Position**

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. Each assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program Assistant.

### **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**

This position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. This position is designed to require an average of 14 hours per week (some weeks will require more than others so the range can be 10-19 hours. Each quarter there will be a cap on hours: fall = 220, winter = 150, spring = 180.

### **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**

- Basic clerical and office skills.
- Computer literacy.
- Knowledge of word processing, specifically templates and track changes.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes and Parliamentary procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Experience working with confidential materials.
- Available to work flexible hours; evening work is required.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- o 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.
- o Attending all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events.
- o Being knowledgeable of the AS organization and its general operations.
- o Serving on search committees as designated by the AS Personnel Director.

**AS Board Office Responsibilities**

- Ensure the success and accessibility of the AS Board Office by:
  - Making room reservations when needed.
    - o Posting 8 office hours per week as arranged with the AS Board Program Assistant.
    - o Word processing, typing, copying, filing, and distributing materials as directed.
    - o Staffing the AS Board of Directors Office, answering phones and assisting guests.
    - o Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
    - o Performing other tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o Creating and maintaining a working weekly to-do list and Legacy Document.

**Position Responsibilities**

- In the Absence of the AS Board Program Assistant, ensure the completion of the administrative duties of the AS Personnel Committee. by:
  - o ~~Making room reservations,~~ contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - o ~~Making adjustments to AS Job Descriptions using templates and track changes.~~
  - o Keeping absolutely confidential about any and all people related matters discussed in meetings.
- Ensure the transparency and historical record keeping for AS Committees, as necessary, by:
  - o ~~Making room reservations,~~ contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files, for the following committees:
    - AS Budget Committee (primarily in winter and spring)
    - AS Management Council
    - AS Facilities and Services Committee
- Ensure the transparency and historical record keeping for the following AS Committees, as necessary by:
  - o ~~Making room reservations, contacting~~ Contracting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files as deemed necessary by the chair and AS Board Program Assistant for the following committees:
    - AS Structure and Program Advisory Committee

**Wage** This position will receive a Level II wage, which is set for this position at \$9.65 per hour.

**Reportage** The position reports to the AS Board of Directors Program Assistant, while working closely with the chairs of committees served.

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This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised on May 8, 2014 by motion ASB-14-S-32.