About the Position
The Program Support Coordinator is responsible for facilitating the programming of Ethnic Student Center (ESC) general events and providing support for ESC club event programming. The Program Support Coordinator is responsible for providing support for ESC club events and facilitating multiple programs in Ethnic Student Center (ESC). The position also provides programming for the Associated Students and facilitates events, offices and groups throughout the Western and Bellingham community.

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 ESC is a community that supports historically underrepresented ethnic students and allies by providing a social atmosphere and inclusive environment where we engage in identity exploration and strive for cultural awareness and academic excellence.

Terms of Position
This is a four quarter position. This position starts the Monday before summer classes begin 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.

AS Employment Qualifications
- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 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.
• Basic knowledge of department and position specific responsibilities.
• Knowledge or background in event planning.
• Interests and/or experience working with underrepresented student population on campus.

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 including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  o Being knowledgeable of the AS organization and its general operations.
  o Serving on search committees as designated by the AS Personnel Director.
• Ensure the legacy of this position by:
  o Working with supervisor and Personnel Director to revise and update position job description.
  o 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.
  o Developing and maintaining a legacy document as required by the AS Employment Policy.

Ethnic Student Center Responsibilities
• Contribute to the operations of the Ethnic Students Center by:
  o Posting and maintaining ten (10) office hours per week.
  o Attending all ESC staff meetings as scheduled.
  o Assisting with the coordination of activities, materials, and tabling schedules for ESC involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase.
  o Assisting and participating in all ESC Building Unity Trainings throughout the year.
  o Working with the ESC staff and volunteers on projects.
  o Serving as a receptionist/resource when needed.
• Maintain a professional environment in the ESC by:
  o Establishing and maintaining an effective working relationship with all ESC staff and ESC club members.
  o Staying informed of all ESC events and programming to provide support and act as a resource when needed.
  o Communicating with all ESC Staff about programs needs Maintain communication with partnering organizations: Student Outreach Services, L.E.A.D.S, other relevant University offices.
  o Performing other ESC duties as assigned by ESC Coordinator.

Position Responsibilities
• Represent the interests of the AS ESC and the Associated Students by:
  o Co-Chairing the ESC Presidents Council.
• Maintaining a professional working relationship with the AS Vice President for Diversity.
  • Working collaboratively the ESC Marketing and Outreach Coordinator on projects such as Publicity for ESC events and programs.
  • Serving as the student representative on the AS Fall Staff Development Planning Committee.
  • Serving on AS Management Council voting member.
  • Outreaching to students during Summerstart, Transitions and other related events.
  • Outreaching to Associated Students offices and WWU relevant departments to create collaborative programming, for example promoting ESC student involvement in Viking Lobby Day.
  • Staying informed of WWU relevant resources on campus for the ESC.

• Support ESC student officers/leaders with organizational success by:
  • Working with ESC clubs to expand their programming to include intersecting identities
  • Working with the ESC Coordinator to develop budget plans for ESC programming budget FXXEPR.
  • Serving as summer liaison to work with any ESC clubs that are program planning during the summer session for fall or later quarter events.
  • Maintaining resources to assist student leaders in the AS program procedures.
  • Assisting ESC Coordinator with the distribution of evaluations and collection of data for ESC club and organization events.
  • Collaborating with club officers to gather club event dates, to prevent overlapping events.
  • Fostering collaboration among the ESC clubs and organizations.
  • Serving as a member on the planning committee for quarterly Building Unity events.
  • Serving as a resource for leadership development opportunities.

• Provide intentional programming for ESC by:
  • Planning and implementing general programs/events supporting the mission and purpose of the ESC as directed by the ESC Coordinator including, but not limited to: MLK event, culture shock, brown bag discussions, end of the quarter (Fall and Winter) ESC community celebration.
  • Providing collaborative programming opportunities with Associated Students office, WWU departments, and Bellingham community organizations.
  • Assisting ESC Coordinator with the distribution of evaluations and collection of data for Ethnic Student Center events.

Salary
This position will receive $7,428 per position term (approximately $296 twice per month).

Reportage
This position reports directly to ESC Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised on March 5, 2014 by motion ASB-14-W-57.