Associated Students of Western Washington University

Board of Directors
AS Vice President for Student Life

About the Position

The Vice President for Student Life acts as a liaison between the Associated Students, University Housing & Dining, campus health and safety entities, transportation and sustainability efforts. This position serves as a resource for all students on campus and in the community needing support for any concerns related to the areas listed above.

Position Classification

Vice Presidents serve as elected officers for the Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 is a four quarter position. This position begins the Saturday of Spring Commencement and ends the Friday of finals week the following spring quarter. This position works an average of 19 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 winter or spring breaks.

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.

Required Officer Qualifications

- Must be enrolled in a minimum of 6 credits for undergraduates and 4 credits for graduates at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- Working knowledge of the Associated Students organization.
- Problem solving and conflict management techniques.

- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working in group situations.
- Familiarity with University Residences, Residence Hall Association, and hall council structures.
- Passion and willingness to regularly communicate with large, diverse groups of students.
- Extensive experience working in group situations.

AS Employment Responsibilities

- Serve the diverse 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, but not limited to: 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
    - Devoting an average of 19 hours per week to Associated Students business.
    - Establishing and maintaining at least one posted office hour per school day.
    - Communicating with diverse groups of students on a regular basis.
    - Holding the interests of the student body above any personal interests, aspirations or goals.
    - Serving as an officer of the Associated Students Not-for-Profit organization.
    - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
    - Reviewing and nominating student appointees to serve on committees under position purview.
    - Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
    - Attending all Board of Directors retreats, meetings, and work sessions.
    - Avoiding any major academic commitments that would conflict with the essential responsibilities of this position. (e.g. study abroad, student teaching, etc.)
    - Working with the members of the Board of Directors in a cooperative and timely manner.
    - Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Board of Directors.
    - Holding regular check-in meetings (typically biweekly) with the AS President and Director of Student Activities.
    - Reviewing and updating committee and council charge & charters, and rules of operation under position purview, and communicating changes to relevant groups.
    - Updating legacy documents for the position at least once per quarter.

- Promote and manage the Associated Students organization by:
    - Communicating regularly with the student body concerning the decisions and actions of the Board of Directors.
    - Attending at least three (3) Associated Students program events per quarter.
    - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
    - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
    - Overseeing the funds, affairs, and property of the Associated Students organization.
    - Identifying short and long term strategic organizational goals.
    - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

Position Responsibilities

- Promote connections and serve as a liaison between the Associated Students and University Housing and Dining by:
    - Acting as a liaison for the Residence Hall Association: Connecting the RHA with resources provided by the AS, supplying written reports on AS events and actions taken by the Board of Directors as designated in agreement with the RHA President, and attending key meetings as requested by the RHA President.
    - Serving as a voting member on the Residential Advisory Committee.
    - Communicating with students living in residence halls and using dining facilities.
    - Serving as a voting member on Executive Dining Committee.
    - Staying informed of issues pertaining to University Housing and Dining and participating in pertinent conversations as-needed.
- Facilitate communication between the Associated Students, campus entities, and the Bellingham community by:
    - Collaborating with the Campus Community Coalition.
    - Addressing issues pertaining to student transportation.
    - Serving as a voting member on Central Health & Safety Committee and Emergency Management Council.
- Foster an atmosphere that promotes creating more sustainable campus practices by:
    - Maintaining the mission statement, priorities, and purposes of the Sustainable Action Fund program.
    - Facilitating and revising the Sustainable Action Fund program to fit the goals and interest of students, and in a way that promotes fairness, transparency, and consistency.
    - Seeking input from environmental clubs on campus sustainability issues.
- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
    - Maintaining oversight for the AS Environmental & Sustainability Programs by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibility of the ESP Director in their absence.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
    - AS Alternative Transportation Fee Committee
    - AS Sustainable Action Fund Committee
    - AS Transportation Advisory Committee
- Serve as a voting member on:
    - Central Health & Safety Committee
    - Emergency Management Council

    - Executive Dining Committee
    - First Year Experience Committee
    - Residential Advisory Committee
    - Campus Community Coalition
- Review and nominate student members for:
    - AS Sustainable Action Fund Committee
    - AS Alternative Transportation Fee Committee
    - AS Transportation Advisory Committee
    - Campus Dining Committee
    - Central Health & Safety Committee
    - Counseling, Health, & Wellness Services Committee
    - Emergency Management Council
    - Parking Appeals Board
    - Parking and Transportation Advisory Committee

- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive $11,493 per position term (approximately $463 twice per month).

Reportage

This position reports to the AS Board of Directors. The AS Board of Directors Chairperson in conjunction with the AS Personnel Director on behalf of the Board of Directors shall be charged with the responsibility to lead an objective investigation into complaints regarding Board Members. For complaints against the chairperson, the vice-chairperson shall act in their place.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised on April 3, 2014 by motion ASB-14-S-7.