



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

Business Office  
AS Club Business Director

### **About the Position**

The AS Club Business Director is hired to assist directors with their responsibilities and help with the day-to-day operation of the Associated Students (AS). The AS Club Business Director assists in interpreting the AS financial policies, procedures, budgeting and primarily provides support to AS Clubs. Directors are to take on tasks and work with limited supervision.

### **Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental Student Budget Coordinator, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

### **About the Department**

The AS Business Office provides services and resources for the AS programs, employees, and clubs which help facilitate the day-to-day operations of the AS. The AS Business Office exists to facilitate the day-to-day financial operation of the AS.

### **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. The position requires 40 hours of work to be done over the summer for planning and implementation of fall quarter's initial events. 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 intersession, winter break or spring break.

### **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**

- Prior experience with managing volunteers or employees
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills
- Conflict management knowledge or experience

- Basic computer skills including word, excel, publisher and outlook.
- 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.

### **AS Business Office Responsibilities**

- Facilitate the day-to-day financial operations of the AS by:
  - Processing funding requests and transfer forms on a timely basis
  - Coordinating with VU Finance Office in AS financial matters
  - Assisting employees and club members in financial process and procedures
  - Serving as an informational resource on AS fiscal policies and procedures
  - Developing and enhancing office processes and procedures on a continual basis
  - Communicating any changes and updates in policies and procedures to AS employees and clubs

### **Position Responsibilities**

- Serve as a financial information resource for clubs by:
  - Be available to Clubs to assist them with financial matters.
  - Establish and maintain a minimum of 10 office hours per week.
  - Conduct Fall Quarter seminar for training all Club Budget Authorities plus as needed Student Budget Coordinator orientations.
  - Work in conjunction with the AS Business Director in interpreting Associated Students fiscal policies as they apply to expenditures of AS funds.
  - Assist clubs with AS Activities Council funding request development.
- Ensure smooth financial operation of Club Activities by:
  - Coordinate and work closely with the Viking Union Finance Office on fiscally related procedures and processes for AS recognized clubs.
  - Assist in preparing club carry forward process before each fiscal year.
  - Authorize Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms, for all AS recognized clubs which meet the policy and procedural rules of the AS Board of Directors.

- Maintain a database of authorized club Budget Authorities and communicate important information and updates as needed
- Be responsible for overseeing allocations and repayment of Activities Council.
- Provide training to the incoming AS Club Business Director during spring quarter.
- Provide Insight on financial matters to clubs by:
  - Devote at least a total of 19 hours per week to AS business.
  - Serve as a Vice Chair member of the AS Activities Council and provide current budget information.
  - Serve as a non-voting member of the AS ESC Steering Committee and become knowledgeable on the spending habits of the committee for ESC large scale events
  - Work collaboratively with the ESC advisor to assist clubs with ESC Steering Committee funding proposals
  - Perform other duties as assigned.

**Salary**

This position will receive \$8,875 per position term (approximately \$428 twice per month).

**Reportage**

This position reports directly to AS VP for Activities.

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

The Associated Students is an Equal Opportunity Employer.

Revised on September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.