



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

AS Club Activities Office

Club Event Planning Facilitator (hourly)

### **About the Position**

The Club Event Planning Facilitator staffs the welcome desk in the Club Hub, points club leaders toward useful resources, assists them with event planning, and facilitates office communication between club members and appropriate staff/offices. More specifically, this position will serve as the main coordinator of events hosted by the Club Activities Office and assist clubs in their event planning efforts.

### **About the Department**

The AS Club Activities Office, aka “The Club Hub,” empowers, supports, and provides opportunities for diverse student interests and community building within clubs. This office serves clubs as a resource for leadership and organizational development, as well as event planning and programming. The Club Hub is committed to ensuring all students can become involved and engaged in their Western community.

### **Term of Position**

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin the Monday two weeks before the start of classes Fall quarter and end the Friday of Dead Week the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the supervisor. Position holder is required to attend any trainings or orientations as required by the office Coordinator or Advisor. Position may begin later in the year or at any point in which a position becomes vacant. The position will be opened for re-application during each Spring hiring process. This position works an average of 12 - 15 hours per week.

### **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.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.

- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented backgrounds.
- Basic knowledge of department and position specific responsibilities.
- Ability to dependably maintain up to 12-15 office hours each week.
- Knowledge of or experience with AS Club system at Western.
- Past experience as a member or leader in one or more AS Clubs.
- Ability to demonstrate customer service skills.
- Event planning experience.

### **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.
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **AS Club Activities Office Responsibilities**

- Ensure that all club students visiting the Club Hub are able to access the resources they need to be successful by:
  - Assisting clubs with completing the steps necessary for successful programming, including but not limited to, room reservations, publicity requests, funding resources, completing Withdrawal Requests, special authorizations that may be necessary, etc.
  - Facilitating the scheduling of meetings between club participants and AS Clubs Business Director or advisors, as needed.
  - Becoming fully knowledgeable about policies, procedures, and the resources applicable to students participating in the club system, including financial resources.
  - Ensuring that Club Hub supplies are well-stocked and accessible by clubs.
  - Upon request, assisting the advisors with projects or with communicating with clubs.
  - Completing this task. Actively contribute to the overall success of the Club Activities Office by:
    - Staffing the Club Hub front desk to assist with incoming questions and contact from clubs for up to 15 hours each week, including 10 - 12 posted office hours.
    - Attending regular one-on-one meetings with the appropriate advisor.
    - Attending weekly Club Hub core staff meetings (inside the Club Hub during one of the 15 regularly-scheduled hours in the work week).
    - In conjunction with the other staff members, maintaining an attractive, orderly, and clean appearance of the Club Hub space, workspaces, computer file system, storage closet, and supply cabinets.
    - Facilitating the fall quarter AS Club Kickoff, which is the primary training and orientation event mandatory for all clubs at the beginning of the year, with other staff members and advisors.
    - Upon request, assisting the advisors with projects or with communicating with clubs.

- Collaborating with student staff in the ESC on joint club programs, activities, and trainings as needed

### **Position Responsibilities**

- Serve as an event coordinator for Club Activities Office events by:
  - In consultation with an advisor, planning and implementing a designated line-up of annual events hosted by the Club Activities Office (aka Club Hub) for club enhancement, training, and recognition. Events may include, but are not limited to: Club Kickoff, Club Cup Opening Ceremonies, Club Boost Mini-Conference, Club Showcase, Club Renew, & the Club Awards Night.
  - Collaborating with the Club Promotion & Outreach Facilitator on the marketing of events hosted by the Club Activities Office.
  - Managing event planning details such as the sign-up/RSVP process, materials needed, catering, staff responsibilities, logistical needs, and space reservations, etc.
- Support the mission of the AS Activities Council by:
  - Conducting face-to-face meetings with club leaders who have submitted Funding Requests to the AS Activities Council in order to preview the requests and prepare them for the Council meetings.
  - Attending weekly Activities Council meetings, usually 1.5-2 hours on a weeknight, as a voting member. If there are two Club Event Planning Facilitators working in the Club Hub, one will attend Activities Council and the other will attend AS Management Council.

### **Wage**

This position will receive a Program Support Staff 2 wage, which is \$9.47 per hour.

### **Reportage**

This position reports directly to either the Student Activities Advisor or Coordinator for Student Activities.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised March 3, 2016.