



**Associated Students of Western Washington University**  
**AS Resource & Outreach Programs**  
**AS Veterans Outreach Center Community Coordinator**

**About the Position**

The AS Veterans Outreach Center (VOC) Coordinator is responsible for fulfilling the office mission statement and coordinating and supervising the events and day-to-day operations of the VOC. The AS Veteran Community Coordinator is responsible for coordinating events and fostering community among student Veterans while working closely with both the Veteran Services Office and the Associated Students.

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**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 Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The Veterans Outreach Center (VOC) is dedicated to providing a confidential and non-judgmental source of support and community for student veterans and their allies. The VOC does this by providing an informal social support network, events, safe space, resources and referrals. In addition, the VOC is an advocate for veterans on Western's campus and strives to create a united community dedicated to support and understanding.

**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. This position works an average of 15.10 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

- ~~Add as a preferred qual for all AS positions:~~ Knowledge of Veteran's issues and identities
- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented backgrounds.
- 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 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 of or experience with event planning~~ Knowledge of or experience with event planning
- ~~Knowledge of Veteran's issues and identities~~
- ~~Ability to speak in front of large crowds~~ Comfortable with Public Speaking
- ~~Knowledge of or experience with event planning~~
- Ability to facilitate small group discussion/interaction

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#### 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.

#### AS Resource and Outreach Programs [formerly ROP section, take this all out] Responsibilities

- ~~Empower and support the Associated Students membership with information, activities, and peer education by:~~
  - ~~Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.~~
  - ~~Providing unbiased, nonjudgmental, and accurate information and services to students.~~

- Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
- Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication.
- Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the ROP offices.
  - Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase.
  - Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - Collecting and inputting office traffic forms.
  - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

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#### AS Program & Veteran Services Office Outreach Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the VOC ~~Develop and enhance the teamwork, communication, and effectiveness of the VOC~~ Develop and enhance the teamwork, communication, and effectiveness by:
  - ~~Coordinating all office meetings as necessary.~~ Attending regular meetings with the positions AS advisor/supervisor as well as the Assistant Director of Veteran Services.
  - ~~Establishing and maintaining an effective working relationship with all VOC-Veteran Services Office (VSO) staff as well as relevant Student Activities/Viking Union staff.~~
  - ~~Planning short and long term goals for the VOC with office staff and the ROP Director.~~
  - Continually receiving feedback from participants of events and services through appropriate means of evaluation.
  - Maintaining continual communication with ~~VOC-VSO~~ staff and AS/VU staff interns outside of meetings.
- Promote Veteran events and services to the campus community by:
  - Being aware of and promoting Veteran-related events.
  - Fostering and enhancing working relationships and communication with all Veteran clubs and organizations on campus.
  - Publicizing VOC-Veteran-focused services, programs, and events through social networking, Publicity Center requests, and other media.
- Foster working relationships with related campus and community resources by:
  - Collaborating with related clubs and organizations on campus.
  - Ensuring that student Veterans are aware of the benefits and resources available to them through the AS Club system.
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the ~~Veteran's Center~~, Veteran's Relief Fund, ~~Vet Corp Navigator~~, Veterans

Affairs, [Veterans of Foreign Wars \(VFW\)](#), ~~and~~ [Veterans Health Care](#), [AS Women's Center](#), [AS Queer Resource Center](#), and other relevant campus programs and resources.

- Create an atmosphere of Veteran-inclusivity within the office and programs by:
  - Portraying a diverse representation of the Veteran identity [in events and community building efforts](#).
  - ~~Striving to include~~ [Welcoming](#) all gender identities and expressions ~~within in~~ the office [and event spaces created](#).
  - Specifically outreaching to marginalized identities within the Veteran community.

### Position Responsibilities

- Use student fees in a responsible and proper manner by:
  - ~~Serving as co-budget authority with the ROP Director for the budgets of the Veteran's Outreach Center and Veteran's Day Ceremony. Serving as budget coordinator for the programming funds allocated by the Associated Students for Veteran programs and activities.~~
  - Developing quarterly and annual budget plans and projections.
  - [Completing an average of 10 hours per week in fulfillment of all position responsibilities, with the majority of those hours located in the Veteran Services Office. Work hours will also be allocated to being present at events, meeting with staff and offices in the Viking Union, and connecting with campus clubs and local community resources.](#)
  - ~~Reviewing, tracking, and maintaining budgets on a regular basis.~~ [Reviewing, tracking, and maintaining budget on a regular basis.](#)
- Provide educational, social, and community building opportunities to the campus community by:
  - [Developing, planning, and implementing one campus-wide event per quarter, each one serving as a traditional event that is intended to build on past successes and continue to strengthen over time. Past examples have included: Veterans Day Ceremony, Stories Deployed, Patriot Week, Memorial Day BBQ, etc.](#)
  - [Coordinating at least one event each year that provides the opportunity for student Veterans to share their experiences \(for example, "Stories Deployed," "Soldiers after War," and "Women in Service" panels\).](#)
  - [Supporting the social programming offered by the VSO and by current Veteran-focused clubs.](#)
  - [Working with Veterans Service Office, AS Communications Office, Publicity Center, University Communications Office and other relevant resources towards marketing and outreach for events.](#)
  - [Planning occasional outings for student Veterans using campus and local resources such as the AS Outdoor Center, the AS Challenge Program, the VFW, the AS Outback Farm, etc.](#)
- Ensure that the Veteran's Outreach Center serves the diverse needs of the student body by:
  - ~~Completing a beginning of the year assessment of student Veteran needs and interests.~~
  - ~~Coordinating the process of establishing short and long-term goals within the VOC.~~
  - ~~Serving as the VOC's primary liaison to the Western community.~~
  - ~~Regularly debriefing events with staff and interns.~~
  - ~~Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).~~
- Foster a safe and inclusive campus for Veterans by:

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wide range of identities.

- Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities.
- Serving as or appointing a representative from the VOC to the Westerns Veterans Club, Supporting the inclusion efforts of all Veteran-focused clubs by outreaching to them about equitable representation and inclusive language and imagery.
- Deliver educational, social, and community building opportunities to the campus community by:
  - Ensuring the balance of educational and social programming offered by the office.
  - Coordinating informal social gatherings/dinners at least once per quarter to build and strengthen the veteran community.
  - Participating in the Veteran Affairs Office's New Student Veteran sponsorship program.
  - Planning and implementing a Veteran's Day Ceremony.
  - Spending a quarter of weekly office hours in the Veteran's Affairs Office, coordinated with Veteran's Certifying Official.

**Salary**

This position will receive \$~~4,112,463.97~~ per position term (about \$~~200302.47~~ twice per month).

**Reportage**

This position reports directly to Resource & Outreach Programs Director~~both the Coordinator of Student Activities and the Assistant Director of Veteran Services.~~

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised February 28, 2013 by motion ASB-13-W-21.