



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

Board of Directors

AS Vice President for Diversity

### **About the Position**

The AS Vice President for Diversity is responsible for ensuring that all AS processes and AS Offices have a commitment to diversity and inclusivity with an emphasis on providing a safe space for all students. This position is a liaison to AS and university offices offering services to marginalized or underrepresented students. The Vice President for Diversity is charged with working with university administration as they continue to focus on diversity efforts including the empowerment, retention and full inclusion of all populations on campus that are underrepresented or of a marginalized nature in society.

### **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.
- Working knowledge of the Equal Opportunity Center, the AS Ethnic Student Center (ESC), disAbility Resources for Students (DRS), Office of Veteran's Affairs, other individual diversity programming offices on campus, and diversity issues concerning the university.
- Pro-active policy-making skills focusing on collaboration between diverse populations on campus.
- Understanding of current diversity issues concerning the greater Bellingham community.
- Ability to demonstrate an awareness of sensitive issues.
- Willingness to participate in open communication with the student body as a whole.
- Ability to facilitate open communication with university faculty and administration.
- Ability to foster constructive discourse on traditionally divisive and controversial issues.
- Ability to cultivate relationships and dialogue between diverse individuals and groups on campus.
- Ability to address large groups of people in public settings.
- Adequate knowledge to provide advisement on and/or training in areas concerning diversity, marginalized/underrepresented groups, and inclusion.

### **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.
- 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 Associate Dean of Student Engagement/ Director of Viking Union.
  - 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**

- 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 Resource & Outreach Programs by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibilities of the ROP Director in their absence.
  - Communicating and meeting with professional staff as needed, to serve as the AS Board Liaison to the AS Ethnic Student Center, including holding regularly scheduled check-ins with the ESC Coordinator.
  - Providing strategic advisement for ESC programs, including the ESC Conference, the ESC End-of-the-Year Banquet, and by providing remarks at ESC Building Unity trainings.
  - Working with the AS VP for Governmental Affairs to organize a program for underrepresented students regarding civic engagement, and to ensure that students who come from traditionally underrepresented backgrounds are included and represented during legislative efforts in Olympia. This would include facilitating ESC Lobby Day.
  - Attending/participating in events about diversity and inclusion to stay up to date on issues.
  - Working with the Personnel Office to plan diversity sensitive sections for AS employee trainings.
  - Working with the Personnel Office, Committee Coordinator, and other relevant positions/offices to develop strategies for recruiting diverse applicants and volunteers.
- Ensure the student voice is equitably represented in diversity and inclusion efforts at the university level by:
  - Meeting with the Special Assistant to the President for Diversity through regularly scheduled check-ins.
  - Making official recommendations to the AS Board of Directors concerning all diversity affairs.
  - Acting as a liaison with on campus offices that work with marginalized or underrepresented groups. Including but not limited to:
    - the Equal Opportunity Office
    - the Center for Education, Equity, and Diversity (CEED)
    - Student Outreach Services (SOS)
    - Office of Veteran's Affairs
    - disAbility Resources for Students (DRS)
    - Center for International Studies
    - Center for Law, Diversity, and Justice (CLDJ)
  - Sharing, assessing, and serving as primary AS contact for strategies, programs, and initiatives on campus regarding diversity.
  - Working with other relevant Enrollment and Student Services offices, as needed.
- Ensure objectivity of position by:
  - Advocating for all students.
  - Providing equitable representation for all marginalized and underrepresented groups.
- Ensure the continuing work of the Multicultural/ESC expansion by:

- Chairing the ESC Executive Committee
- Sitting on the University Administration Steering Committee
- Working with the Vice President for Enrollment and Student Service, Director of the Viking Union & Asst. Dean of Students, ESC Coordinator
- Meeting regularly with students to inform them of decisions being made

### **Committee Responsibilities**

- Chair, facilitate, and create agendas for:
  - AS Ethnic Student Center Steering Committee
  - Underrepresented Student Employment Council
  - ESC Executive Committee
  - ESC Presidents' Council
- Serve as a voting member on:
  - The President's Taskforce on Equity, Inclusion, and Diversity
  - AS Personnel Committee
  - Diversity Achievement Award Committee
  - University Work Group on Sexual Violence Prevention and Response
- Serve as an ex-officio/non-voting member on:
  - Lesbian, Gay, Bisexual, Transgender Advocacy Council
- Review and nominate student members for:
  - disAbility Advisory Committee
  - Diversity Achievement Award Committee
  - Lesbian, Gay, Bisexual, Transgender Advocacy Council
- Serve on other Associated Students, University, or community committees as necessary.

### **Student Budget Coordinator Responsibilities**

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
  - Diversity Initiative Fund (FXXSBR-ASBDIV)

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