



**Associated Students of Western Washington University**  
AS Board of Directors  
Board Assistant for Academic Shared Governance

#### **About the Position**

The AS Board Assistants primarily support the administrative functions of the Board of Directors office by providing receptionist and clerical duties. The Board Assistant for Academic Shared Governance is responsible for supporting the Vice President for Academic Affairs by facilitating student representation and engagement in the academic affairs division of the University. Additionally, the assistants will be assigned tasks by the AS Board Program Coordinator. The Board Assistant for Academic Shared Governance is responsible for supporting the Vice President for Academic Affairs by facilitating student representation and engagement in the academic affairs division of the university.

#### **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.

#### **Terms of Position**

This position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. This position is designed to require an average of 14 hours per week (some weeks will require more than others so the range can be 10-19 hours). Each quarter there will be a cap on hours: fall = 220, winter = 160, spring = 180.

#### **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**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- ~~Pleasant telephone manner.~~
- Ability to work ~~with diverse groups of people collaboratively with multiple people and organizations.~~
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- ~~Experience with taking minutes and Parliamentary procedures.~~
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Available to work flexible hours; ~~evening work is required~~ weekly evening work is required.

#### **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, Program Standards, etc.).
  - 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.

### AS Board of Directors Responsibilities

- Ensure the success and accessibility of the AS Board Office by:
  - Posting 5 office hours per week as arranged with the AS Board Program Assistant Coordinator.
  - Acting as the AS Board of Directors secretary by taking accurate minutes on a rotating basis as directed by the AS Board Program Coordinator.
  - Learning Parliamentary Procedures such as Roberts Rules of Order.
  - Making room reservations ~~when needed and working with Event Services.~~
  - Serves as front line contact for the Associated Students Board of Directors Office and helps guests navigate the Associated Students.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing tasks or projects as assigned by the AS Program ~~Assistant Coordinator or and~~ the AS VP for Academic Affairs.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document

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### Position Responsibilities

- Support the VP for Academic Affairs by:
  - Acting in accordance with the direction provided by the AS Vice President for Academic Affairs, while representing the ASWWU in any capacity (attending and voting on committees, in meetings, speaking on behalf of students, etc.) on any Academic Affairs issue(s) of concern to students.
  - Serving as the designated student representative as delegated by the AS VP for Academic Affairs.
  - Serving on Academic related committees on behalf of the AS VP for Academic Affairs as a voting member and AS representative.
  - Reviewing assigned committee materials and providing a written summary/report to the VP for Academic Affairs.
  - Providing a report to the VP for Academic Affairs on assigned committee affairs, decisions, and actions.
  - Planning and promoting special events (forums, information presentations, etc.) as needed by the VP for Academic Affairs
  - Researching issues and policies that are relevant to current issues as directed by the VP for Academic Affairs or the AS Board Program Coordinator.

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- Serving as a secretary and taking accurate minutes for the Student Technology Fee Committee.
- Help ensure that the student body is engaged in the decision making structures of the University by:
  - Raising awareness of decisions made in the Academic Affairs division of the University
  - Gathering feedback from students concerning issues and actions through periodic polls and information surveys as needed
  - Organizing students who are affected by decisions being made and facilitating their engagement in the process
  - Working with the AS Committee Coordinator and other REP office employees to ensure that student-at-large positions on aAcademic committees are filled with a diverse membership.
  - Supporting student-at-large representatives as needed on academic committees
- Implement equitable and inclusive governance practices by:
  - Outreaching at least once per quarter to the ESC and ESC clubs to gather feedback and help the VP for Academic Affairs establish goals and criteria for equitable and inclusive academic policies.
  - Outreaching at least once per quarter to the ROP, ROP offices, and students engaged in the ROP to gather feedback and help the VP for Academic Affairs establish goals and criteria for equitable and inclusive academic policies.
  - Working with the VP for Academic Affairs to develop an official recommendation to the AS Structural Review Committee concerning internal student representation.

#### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.80 per hour.

#### **Reportage**

The position reports to the AS Board of Directors Program AssistantCoordinator, while working closely with the AS VP for Academic Affairs.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised on November 18<sup>th</sup>, 2015 by motion ASB-15-F-51