



**Associated Students of Western Washington University**  
Board of Directors  
Assessment Coordinator

### **About the Position**

The Assessment Coordinator is responsible for ensuring the successful implementation, management, and improvement of the AS Assessment Process. The Assessment Coordinator works closely with the AS Vice President for Business & Operations to develop and present reports, to the AS Board of Directors, regarding office and program improvement.

### **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 Student Budget Coordinator, 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 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.

The AS Assessment Process is a structured, transparent, and consistent assessment process which evaluates and strategizes with AS Programs on a rotating quadrennial cycle and as requested by an AS Program and approved by the Assessment Coordinator. The process utilizes office data to present strategic office recommendations to the AS Board of Directors, regarding assessment findings and methods of continuous improvement. The process is conducted by the Assessment Coordinator and may include the involvement of the AS Structure and Program Advisory Committee (SPAC) or other process approved by the AS Board of Directors. The Assessment Coordinator may also help support broader AS structure review processes.

### **Terms of Position**

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Additionally, this position requires 40 hours of planning and preparation work to be done over the summer for the planning and scheduling of fall quarter's AS Assessment Process. This position works an average of 15 hours per week during Fall, Winter, and Spring Quarter. The position holder may work more some weeks and less other weeks depending on the needs of the AS Assessment Process. 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**

- Strong interpersonal skills.
- Prior experience with managing volunteers or employees.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Experience with and/or knowledge of assessment processes and practices.
- Basic knowledge of the Associated Students
- Budget management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Basic knowledge of department and position specific responsibilities.

### **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.

### **Position Responsibilities**

- Ensure that the AS Assessment Process is effectively implemented by:
  - Devoting a total of 15 hours per week during Fall Winter, and Spring Quarters to AS business.
  - Posting and maintaining a minimum of 5 posted office hours per week.
  - Becoming familiar with AS structure, policies, and procedures, especially those pertinent to assessment.
  - Leading assessment related committees and meetings.
  - Being knowledgeable of information regarding offices undergoing the Assessment Process, including but not limited to: statements of purpose and programmatic outcomes, services and events, structure and history, funding levels and use, position purposes and job descriptions, and relevant past AS Assessment documents.
  - Assisting programs and offices in following the Assessment Process requirements and guidelines. This can include:
    - Coordinating assessment teams consisting of student staff members/advisors/managers of AS Programs being assessed.
    - Providing offices with copies of past AS Assessment documents and approved recommendations.
    - Communicating the requirements and timelines of the AS Assessment Process to AS Programs under assessment.
    - Serving as a liaison to the AS Board of Directors and bringing assessment documents and recommendations to the Board for decision.
  - Making recommendations to the AS Board of Directors regarding improvements to the AS Assessment Process.

- Advising various departments and offices on their internal and external evaluation and measurement processes throughout the year.
  - This can include event evaluations, needs inventories, formatting, reporting, distribution, application, and cataloging of assessment data.
- Maintaining objectivity in conducting assessments.
- The Assessment Coordinator may provide guidance in regards to assessment of programs, including but not limited to the following areas
  - Mission and Outcomes
  - Programs and services
  - Personnel structures
  - Hiring processes
  - Assessment methods
  - Inclusion efforts
  - SCOT (Strengths, Challenges, Opportunities, Threats) analysis
- Improve the services and activities of AS Programs under assessment by:
  - Making recommendations to the AS Board of Directors regarding programmatic improvement.
  - Providing a framework for offices to strategically invest office efforts and resources in the most effective way possible.
  - Working with previously assessed offices to ensure they have the previously approved Assessment recommendations and are working toward successfully implementing recommendations.
  - Working with offices to gather data and prepare information in preparation for the Assessment Process.
  - Acting as a resource for the AS Budget Committee by providing perspective on budgetary implications of new strategic recommendations passed by the AS Board of Directors.
  - Communicating and working collaboratively with the AS Personnel Director regarding any recommendations that have personnel implications.

### **Salary**

Minimum annual salary of \$6,875 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters).

### **Reportage**

This position reports to the AS Board of Directors through the Vice President for Business & Operations. The VP for Business & Operations maintains oversight by providing strategic guidance and context, providing connections to resources and holding regular talk times.

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

The Associated Students is an Equal Opportunity Employer.

Revised on February 10<sup>th</sup> 2017 by Motion ASB-17-W-29