



**Associated Students of Western Washington University**  
**AS Board of Directors**  
AS Board Assistant for the Multicultural Center Renovation  
Hourly Position

### **About the Position**

The AS Board Assistant primarily supports the administrative functions for the Multicultural Center renovation by providing a high level of support to the AS VP for Diversity around the Multicultural Center Renovations. Each Board Assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and consistently communicating with constituents. Additionally, the assistants will be assigned tasks by the AS Board Program Coordinator.

### **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 position will begin by the first week of spring quarter and go until the Friday of finals week of the following spring quarter in 2018. This position is designed to require an average of 15 hours per week (some weeks will require more than others so the range can be 10-19 hours).

### **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.
- Ability to work collaboratively with multiple people and organizations.
- Excellent spelling and grammar skills.
- Time management
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Available to work flexible hours; weekly evening work is required.
- Knowledge and or experience in raising awareness or advocating for marginalized populations and identities.

### **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.
  - Being knowledgeable of the AS organization and its general operations.

- Serving on search committees as designated by the AS Personnel Director.

### **AS Board Office Responsibilities**

- Ensure the success and accessibility of the AS Board Office by:
  - Posting 4-6 office hours per week as arranged with the AS Board Program Coordinator.
  - Word processing, typing, copying, filing, and distributing materials as directed.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Making room reservations when needed.
  - Performing tasks or projects as assigned by the AS Board Program Coordinator and the AS VP for Diversity.
- 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.

### **Position Responsibilities**

- Support the AS VP for Diversity in the Multicultural Center Renovation by:
  - Maintaining documents around the renovation, contacting other stakeholders, scheduling meetings with outside stakeholders.
  - Filling out Expenditure Requests, Travel Justifications, and Vehicle Authorizations for trips related to the Multicultural Center Renovation,
- Ensure the completion of the administrative duties for the AS Ethnic Student Center Executive Committee by:
  - Contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website if necessary), taking minutes at meetings and maintaining files.
  - Work closely with the Ethnic Student Center, the Resource and Outreach Programs and its constituents on needs of the Multicultural Center Renovation.
  - Creating and preparing additional documentations required for the Multicultural Center Renovation.
- Ensure the transparency and historical record keeping for the following AS Committees, as needed by:

### **Wage**

This position will receive a Level II wage, which is set for this position at \$11.00 per hour.

### **Reportage**

The position reports to the AS Board of Directors Program Coordinator, while working closely with the AS VP for Diversity.

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

The Associated Students is an Equal Opportunity Employer.

Revised on