



Associated Students of Western Washington University
Ethnic Student Center
Internal Coordinator

About the Position

The Internal Coordinator represents the Ethnic Student Center (ESC) within the Associated Students and assists in community development, building operations and plays a positive role in helping achieve the mission of the ESC. The position oversees front line operations and services the ESC space, maintain day-to-day office systems, and supervises the front desk staff to provide friendly and helpful customer services. The coordinator provides leadership for the Associated Students as a whole, and represents the ESC to Western and Bellingham community.

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 ESC is a community that supports historically underrepresented ethnic students and allies by providing a social atmosphere and inclusive environment where we engage in identity exploration and strive for cultural awareness and academic excellence.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 15 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

- Excellent customer service skills
 - 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

- Experience working with underrepresented student population on campus
- Ability to work with minimum supervision, while supervising others.
- Ability to work collaboratively with multiple people on Western's campus and in the Bellingham community.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Ability to work with confidential materials
- Basic knowledge of department and position specific responsibilities.
- Budget management knowledge or experience.

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.

Ethnic Student Center Responsibilities

- Contribute to the operations of the Ethnic Students Center by:
 - Attending all ESC staff meetings as scheduled.
 - Devote an average of 15 hours a week to AS Business
 - Posting and maintaining 10 posted office hours per week
 - Assisting and participating in all ESC Building Unity Trainings throughout the year.
 - Working with the ESC staff and volunteers on projects.
 - Plan short – and long-term goals for the ESC with office staff and the ESC Coordinator
 - Serving at the front desk when needed.
- Maintain a professional environment in the ESC by:
 - Establishing and maintaining an effective working relationship with all ESC staff and ESC club members. Staying informed of all ESC events and programming to provide support and act as a resource when needed.
 - Communicating with all ESC Staff about programs needs maintain communication with partnering organizations: Student Outreach Services, L.E.A.D.S, other relevant University offices.
 - Performing other ESC duties as assigned by ESC Coordinator.

Position Responsibilities

- Represent the interests of the AS ESC and the Associated Students by:

- Co-Chairing Steering Committee as non-voting member
- Serve on the AS Management Council or AS Communication Committee
- Maintaining a professional working relationship with the AS Vice President for Diversity and find opportunities of collaboration.
- Maintaining a professional working relationship with VU Management and front desk staff
- Working collaboratively the ESC Cultural Education Coordinator on projects for ESC events and programs.
- Staying informed of WWU relevant resources on campus for the ESC.
- Supervise student personnel front desk staff by:
 - Providing direction, assign tasks, set priorities, train, and schedule work for front desk student employees.
 - Reviewing and tracking time records of hourly employees/work-study. (full time staff will approve hours)
 - Reviewing student employment applications (hourly and work-study), selecting finalists, and participating in interviews and selection of candidates to work in a demanding, multicultural environment.
 - Maintaining and updating the ESC student employee manual for the operational instructions and historical information for the front desk.
 - Conducting meetings, provide training and problem solving; motivate employees on office management, encourage interoffice-communication, and building cooperative program procedures.
- Oversee office and space management in the ESC by:
 - Organizing/overseeing storage closet and supplies room, maintain cleanliness in ESC space, and order, purchase, and maintain supplies inventory.
 - Planning and maintaining day-to-day office systems: photocopying, posting, mail distribution and organization, resources, and office access.
 - Monitoring ESC club computer usage and folder access such as managing club q: drive access with IT manager, approving individuals for access to ESC club files, and other technical needs
- Provide staff assistance to the ESC by:
 - Developing the special-group contact information listing for ESC club leaders and maintaining/updating the contact list throughout the year.
 - Maintaining facility schedule for weekly and special events, and promoting any events by serving as a communication between clubs and staff
 - Receiving, directing guests, presenting tours, and providing orientation service as individual needs necessitate.
 - Recommending computer programs and assist with the development of data files.
- Create an atmosphere of identity-inclusivity within the offices and programs by:
 - Portraying a diverse representation of multiple identities beyond just culture and ethnicity.
 - Striving to include all identities and expressions within the center.
 - Reflecting intersections of identity throughout all parts of the position such as hiring, training, and professional development
 - Outreaching specifically to other marginalized identity offices at WWU

Salary

Minimum annual salary of \$7,920 (approximately \$292 twice per month summer and fall quarters and approximately \$345 twice per month winter and spring quarters).

Reportage

This position reports directly to ESC Assistant Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised on December 11, 2015 by motion ASB-15-F-53.