



**Associated Students of Western Washington University**  
AS Environmental & Sustainability Programs  
AS Alternative Transportation Coordinator

### **About the Position**

The Alternative Transportation Coordinator works to increase the use of the services provided by the Alternative Transportation Fee. In addition the position works to increase the use of all forms of alternative transportation. The position is also responsible for assessing the use of the services provided by the Alternative Transportation Fee.

### **Position Classification**

Coordinators provide programming for the Associated Students (AS) 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 AS Environmental & Sustainability Programs (ESP) offers the education and resources necessary to promote environmentalism and provides opportunities to become actively involved in sustainable practices through events, volunteering, and student activism.

### **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 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 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**

- 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.
- Ability to work independently and responsibly, while supervising others.

- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Serve the 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: 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**

- Educate the campus community about local and regional alternative transportation options by:
  - Working with EcoREPs and residence hall staff to present programs that help students learn how to use the sustainable transportation options available on campus and throughout Bellingham and Whatcom County. Each hall should have at least one program per year, (not including the WTA tour). New students should be the focus of these programs.
  - Developing promotional materials for new students and parents that encourage a car-free experience at Western.
  - Assisting in updating information and improving resources available on the student transportation website.
  - Assisting students with trip planning, as well as updating and creating new trip planning guides.
  - Assisting with campus coordination of Whatcom Transportation Authority (WTA) bus tours at the beginning of the year.
- Promote the services provided by the Alternative Transportation Fee by:
  - Setting up and staffing a table at Summerstart, Transitions, the Red Square Info Fair, Western Preview, ESP's annual Earth Day Festival and other events throughout the academic year.
  - Assisting staff in planning and executing bus pass encoding; coordinating, training, and supervising student employees during bus pass distribution.
  - Working with WWU administration, the Western Card Office, WTA, and AS Board of Directors, to review the bus pass encoding process and make improvements for the following year.

- Developing and implementing a media campaign to increase student awareness of alternative transportation programs, options, and resources available for their use.
- Monitor and work to improve the operations of the Student Transportation Program and campus transportation as a whole by:
  - Monitoring ongoing data collection and calculation of the use of both the Western Student Shuttle and the WTA student bus pass.
  - Assisting office staff to coordinate and implement both quarterly/annual ridership summaries and regular boarding and alighting surveys.
  - Riding the Western Student Shuttle on a weekly basis.
  - Examining possibilities of expanding or altering the Western Student Shuttle service in order to serve the most students possible and provide an effective, efficient, and easy to use late-night transit system.
  - Working to establish near seamless transitions between WTA services and the Western Student Shuttle operations.
  - Investigating multi-institutional partnerships in order to expand the Western Student Shuttle's available ridership base.
- Develop and maintain working relationships with community groups and outside agencies by:
  - Assisting the Associated Students and the university in communicating with local transit providers to improve regional transportation connectivity, especially to the Seattle area and on weekends.
  - Coordinating with the Campus Community Coalition, the Community Transportation Advisory Group (CTAG), and other community transportation groups to advocate for students' transportation interests and to promote the use of the Western Student Shuttle as a transportation option to all late night events on campus and at local destinations.
- Enhance communication between the Associated Students and the Student Transportation Office by:
  - Assisting the Vice Presidents for Student Life and Governmental Affairs in making a yearly report to the AS Board of Directors on the status of the Alternative Transportation Fee.
  - Sitting as a member of the Associated Students Transportation Fee Committee.
  - Sitting as a member of the Associated Students Transportation Advisory Committee (ASTAC).
  - Providing regular program updates to the AS Environmental and Sustainability Programs Director.
  - Maintaining at least three of the ten office hours in the Environmental Center
  - Attending at least one Environmental and Sustainability event per quarter
  - Program at least one event per year such as an annual Transportation Week.

### **Salary**

Minimum annual salary of \$9,944 (approximately \$370 twice per month in summer and fall quarters and approximately \$437 twice per month winter and spring quarters).

### **Reportage**

This position reports directly to the WWU Sustainable Transportation Manager and works with Sustainable Transportation office staff. The position holder must also make regular reports to the Associate Student Vice-Presidents of both Student Life and Governmental Affairs. The position also makes regular reports to the Associated Students Transportation Advisory Committee

(ASTAC). Additionally, ASTAC assists in determining the broad goals and objectives of the Western Student Transportation (WST) program..

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.