



**Associated Students of Western Washington University**  
AS Publicity Center  
Distribution Coordinator

**About the Position**

The Distribution Coordinator ensures the timely dissemination of publicity materials which may include posters, fliers, table tents, banners, newspapers, etc.

**Position Classification**

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western 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, promoting office and events, and maintaining and updating programming resources for the department.

**About the Department**

The Publicity Center provides high quality and personalized promotional services, products and support to the Associated Students organization and students of Western Washington University. We offer excellence in graphic design, print and electronic media, and distribution services while providing unique educational opportunities and leadership experience to student employees.

**Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter 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**

- Comfortable riding a bike (for distribution purposes).
- 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 collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.

- Knowledge of the campus and Bellingham community, including appropriate locations for placement or posting of promotional materials.
- Comfortable carrying newspapers, ladder, posters and/or banners long distances across campus.
- Ability to lead and motivate others, and coordinate and delegate tasks.
- Comfortable using a ladder.
- Valid driver's license.

### **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.
- 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.

### **Publicity Center Responsibilities**

- Provide Support to the Publicity Center by:
  - Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
  - Attending periodic Publicity Center staff meetings.
  - Assisting with clients at front desk when needed.
  - Completing other duties as assigned.

### **Position Responsibilities**

- Ensure the timely distribution of materials by:
  - Maintaining posted office hours.
  - Maintaining inventory of supplies and reporting needs to PC Coordinator
  - Meeting daily distribution milestones assigned.
  - Adequately scheduling staff for assigned routes.
  - Posting banners on campus buildings; may require use of a ladder.
  - Distributing and/or coordinating distribution of table tents to dining areas.
  - Distributing and/or coordinating distribution of the NY Times, AS Review and other publications.
  - Managing, using, and coordinating the use of an electric-assist tricycle for transporting materials.
- Coordinating distribution communication by:

- Serving as the supporting PC liaison with the NY Times and the REP Director regarding NY Times Distribution, including coordinating the tracking of NY Times returns for each location, and completing the required affidavits to the NY Times representative in a timely manner
- Enforce posting rules by:
  - Training staff to recognize unauthorized postings.
  - Remove unauthorized postings and notifying appropriate group of current rules.
- Ensure quality promotions by:
  - Tracking and reporting trike usage data by reporting quarterly usage to the Sustainability Office
  - Coordinating maintenance and use of trike with Sustainability Office
  - Maintaining clean, well-managed posting locations for the best visibility.
  - Reporting graffiti and/or difficult to remove defacement by notifying PC Coordinator.
  - Monitoring distribution locations to ensure all promotions are current.
  - Establish and maintain an accurate record of the status of distributed materials.
  - Generate ideas for new distribution locations and distribution improvements to PC Coordinator.
  - Update posting locations and prepare distribution lists for customer use.
  - Maintain on-campus open-distribution boards and clear unauthorized postings.
- Support a successful staff by:
  - Coordinating training for all staff with Western's Sustainability Office for use of electric-assist tricycle
  - Holding periodic staff meetings for Distribution staff personnel.
  - Bringing personnel issues to the attention of the Publicity Center Coordinator.
  - Making quarterly reservations for use of a vehicle for downtown distribution.

### **Salary**

Minimum annual salary of \$6435 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters)

### **Reportage**

This position reports directly to Publicity Center Coordinator.

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 26th, 2016