



Associated Students of Western Washington University Representation and Engagement Programs Director

About the Position

~~The Representation & Engagement Programs (REP) Director is responsible for assisting in the overall operations of the REP. This includes ensuring and facilitating coordination on the activities of the AS Elections Coordinator, AS Legislative Liaison, the AS Local Liaison, the Vote Coordinator, the REP Committee Coordinator, and the AS Student Senate Chair. The Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement.~~
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Position Classification

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental Student Budget Coordinator, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

About the Department

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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

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills.
- Conflict management knowledge or experience.
- Basic computer knowledge including word, excel, publisher and outlook.
- Demonstrated knowledge of or interest in civic engagement.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning.

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.

Representation and Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
 - Maintaining 10 regular posted office hours per week as arranged with the REP team.
 - Providing unbiased, nonjudgmental, and accurate information and services to students.

- Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
- Provide voter education and voter registration information.
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
 - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
 - Promoting teamwork and collaboration throughout the REP office.
 - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events.
 - Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
 - Planning short- and long-term goals for the REP with office staff and the REP Director.
 - Continually receiving feedback from participants of events and services.
 - Maintaining regular communication with REP staff outside of meetings.
- Foster working relationships with related campus and community resources by:
 - Being aware of and participating in REP related events.
 - Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

Position Responsibilities

- Ensure that REP Financial decisions are made responsibly and properly by:
 - Reviewing all departmental budgets on a monthly basis.
 - Evaluating each budget regularly to assess expenditures.
 - Serving as Student Budget Coordinator for the REP Administrative Budget, Voter Education and Registration Budget, and NY Times Readership Program budget, and serving as administrative Student Budget Coordinator for other REP office Budgets (AS Elections, Student Senate, Committee Coordinator, and Legislative Liaison).
 - Filling out budget forms in accordance with AS standards.
 - Providing information and connection to departmental, organizational, and campus funding sources.
- Ensure REP staff members are fulfilling their job responsibilities by:
 - Regularly meeting with the Advisor of the REP to discuss personnel and programming questions and concerns.
 - Conducting one-on-one staff meetings with REP staff at least every other week as well as managing all REP employees.
 - Chairing the weekly REP Staff meetings.
 - Planning long and short term goals for the department with the REP staff and the Advisor.
 - Conducting employee evaluations at the beginning of winter quarter and providing one-on-one meetings with staff to discuss job performance.
 - Mediating and resolving conflicts within the department.
 - Providing training and tools for conflict and communication within working relationships.
 - Serving as a resource for referrals or information about employee expectations and consequences of negligence of the ethics codes.
 - Developing and implementing methods of assessing and evaluating the programs and initiatives of the REP.
- Ensure that all REP employees are adequately trained by:

- Planning and facilitating the REP's fall training and orientation, including departmental training of coordinators, hourly staff, and work-study student (as needed).
- Offering training pertinent to the REP throughout the year.
- Providing information and education at REP staff meetings.
- Planning staff appreciation activities and acknowledging achievements on a regular basis, at least once a quarter.
- Ensure that any necessary committee appointments are made during the summer by:
 - Recruiting student members of AS and university committees.
 - Appointing student members of AS and university committees, in coordination with the AS Board of Directors.
 - Maintaining a list of summer committee member appointments and their contact information.
 - Training student committee members.
- Support the success of Western Votes by:
 - Advising and supporting Western Votes as an organization and its members.
 - Training the Western Votes leadership in collaboration with the ASVP for Governmental Affairs.
- Ensure the coordination of effective Voter Registration & Education efforts by:
 - Supervising the Organizing and Outreach ~~Voter Education & Registration~~ Coordinator ~~(in federal election years)~~.
 - Planning with the Organizing and Outreach Coordinator a voter registration drive to take place at Summerstart and during early fall quarter.
 - Sitting on hiring committees for ~~Hiring and supervising~~ Voter Registration hourly employees.
 - ~~○ Planning other voter registration drives as necessary.~~
 - Coordinating with other groups on campus to register students to vote.
 - Assisting the Organizing and Outreach ~~Voter Education & Registration~~ Coordinator and the Elections Coordinator in planning events/services dedicated to voter education.
- Increase Civic Engagement within the Student Population by:
 - Assessing or reviewing past assessments of political participation on campus.
 - ~~○ Developing and implementing a Civic Engagement Plan in coordination with others on campus to promote increased political participation and civic engagement.~~
 - ~~○ Planning, organizing, and coordinating College Civics Week events and programs.~~
 - Managing and overseeing the AS involvement in the New York Times newspaper program.
 - Chairing the planning committee for an annual event to encourage students of underrepresented identities ~~Elect Her (dependent on continuing to receive a grant from the American Association for University Women to become civically engaged at all levels)~~.
 - Serving on the Mayor's Neighborhood Advisory Commission and attending any other relevant meetings when the AS Local Issues Coordinator meetings is unavailable.
- Promote campus awareness of the REP by:
 - Coordinating publicity for the REP, including but not limited to posters, bookmarks, banners, Facebook page, and more.
 - Coordinating and participating in AS inclusive events including but not limited to: VU Late Night, Red Square Info Fair, Summerstart/Transitions, and AS Job Fair, ~~and Campus Activities Showcase.~~

- Being available for speaking engagements, newspaper, and radio interviews as needed.
- Act as departmental liaison to the AS organization and campus community by: serving on the following committees: AS Management Council, Work Study and salaried staff hiring committees.
- ~~Serve on the AS Fall Staff Development planning committee during summer quarter.~~
- Working with: The Establishing appropriate working relationships with: Associated Students Board of Directors, AS Publicity Center, AS Personnel, AS Ethnic Student Center, AS Club Activities Office, AS Resource and Outreach Programs, and other relevant groups to promote opportunities for civic engagement~~Coordinator, and the AS Business Office.~~

Salary

This position will receive \$10,409 per position term (approximately \$419 twice per month).

Reportage

This position reports directly to The ASVP of Government Affairs.

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 30th, 2015 by motion ASB-15-F-16.