



**Associated Students of Western Washington University**  
**Student Advocacy & Identity Resource Center**  
**Legal Information Center Coordinator**

**About the Position**

The AS Legal Information Center (LIC) Coordinator is responsible for implementing and maintaining the LIC Statement of Purpose and goals of the office, supervising all volunteers and work study staff, and coordinator the compilation of legal resources for students. The LIC exists to encourage students to make informed choices and help students take an active role in their own legal matters. The LIC works to provide the Western community with support, the opportunity to exchange ideas and become aware of legal issues through programming, resource referral, and the development of a "safe space" on campus.

**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 SAIRC provide information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the SAIRC strive to empower and support all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Legal Information Center (LIC) is a confidential and non-judgmental resource for students seeking information about their legal rights and responsibilities. The LIC works to empower students to make informed choices and to encourage students to take an active role in their own legal issues through peer education, programs and events, and various resources.

**Terms of Position**

This is a three quarter position. This position begins 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 intercession, 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
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of department and position specific responsibilities
- Ability to work independently and responsibly, while supervising others
- Knowledge and passion about legal issues and topics
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Ability to work within deadlines and problem solve
- Ability to create a space that makes people feel welcome at events and at the office
- Ability to work flexible hours

## **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.

## **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - 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.

- Providing a confidential, safe, and inclusive space for students.
- Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
- Updating office libraries, magazine and journal subscriptions, and contacts for library cataloging.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the SAIRC offices.
  - Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - Establishing and maintaining active working relationships with other SAIRC team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - Collecting and inputting office traffic forms.
  - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

### **Legal Information Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Legal Information Center by:
  - Attending all office meetings as scheduled
  - Establishing and maintaining an effective working relationship with all LIC staff
  - Plan short- and long-term goals for the LIC with office staff and the ROP Director
  - Continually receiving feedback from participants of events and services
  - Maintaining continual communication with LIC staff and interns outside of meetings
- Promote legal related events and services to the campus community by:
  - Being aware of and posting legal related events to appropriate calendars.
  - Publicizing Legal Information services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
  - Collaborating with all legal related clubs and organizations on campus
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: WWU Career Services, WWU Prelaw Advisor, WWU Center for Law, Diversity, and Justice, University Police, and Law Advocates.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
  - Portraying a diverse representation of legal issues.

- Striving to include all legal issues pertinent to students.
- Assessing and being responsive to student's needs.
- Provide educational, social, and community building opportunities to the campus community by:
  - Developing 2-4 events per quarter
  - Ensuring the balance of educational and social programming offered by the office.
  - Co-sponsoring with at least three other ROP offices in the academic year.

### **Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - Serving as co-Student Budget Coordinator with the ROP Director for the budgets of Legal Information Center.
  - Developing quarterly and annual budget plans and projections.
  - Regularly reviewing and maintaining budgets through Budget Tracker and Banner.
- Ensure that all Legal Information staff and interns perform the responsibilities of their jobs by:
  - Conducting new employee orientation.
  - Supervising these personnel.
  - Developing training materials and opportunities.
  - Coordinating and facilitating LIC staff meetings.
  - Providing on-going feedback and conducting evaluations.
  - Requiring staff members to fill out client traffic sheets.
  - Providing recognition to staff for their accomplishments and contributions.
  - Ensuring that all required paperwork is complete and turned in on time.
- Ensure that the Legal Information Center serves the diverse needs of the student body by:
  - Coordinating the process of establishing short and long-term goals within the LIC
  - Serving as the LIC's primary liaison to the Western community.
  - Regularly debriefing events with staff and interns.
  - Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
  - Being available for speaking engagements and newspaper and radio interviews as needed.
  - Performing other duties as needed or assigned.

### **Wage**

Position earns an hourly rate of \$12.80.

### **Reportage**

This position reports directly to the Resource and Outreach Programs 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 September 30<sup>th</sup>, 2015 by motion ASB-15-S-16.