



## **Associated Students of Western Washington University**

AS Personnel Office

AS Personnel Director

### **About the Position**

The Personnel Director acts as a liaison between the Associated Students Board of Directors and the employees of the organization, and is responsible for any and all problems and concerns dealing with employment. The Personnel Director acts as the office manager, directing Personnel Office staff in all its administrative and technical activities.

### **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 budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management and direction of the AS Board of Directors.

### **About the Department**

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, placing work-study positions, and organizing AS-wide employee recognition and trainings. Personnel Office Staff are charged with assessing the needs of the organization concerning day-to-day activities as well as supporting AS employees whenever possible.

### **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 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.
- Strong organizational and time management skills
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.
- Interest and knowledge regarding human resources

## 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.

## Personnel Office Responsibilities

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - Attending all Personnel Office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all Personnel Office staff.
  - Plan short- and long-term goals for the Personnel Office.
  - Providing support for other Personnel Office Staff.
  - Maintaining regular communication with Personnel Office staff outside of meetings.
  - Seeking feedback on services provided by the Personnel Office and evaluating office strengths and weaknesses.
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Coordinating search committees of AS employees and serving as a knowledgeable resource in the search process.

- Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.
- Foster working relationships with other AS and campus offices by:
  - Sending regular e-mails to AS staff members.
  - Working with university Human Resources, Student Employment, and the Equal Opportunity Office.
- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door and appropriate file cabinets locked when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view in the office.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.
- Help AS employees feel appreciated and valued by:
  - Encouraging departmental managers to recognize their employees' efforts.
  - Participating in Personnel Office designed recognition programs.

### **Position Responsibilities**

- Support both Associated Students employees and students-at-large by:
  - Devoting a total of 19 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
- Ensure that all AS employees are properly trained and prepared to do their jobs by:
  - Leading in the planning and implementation of pre-summer staff development, pre-fall orientation, winter staff development, and spring hiring training.
  - Enabling departmental managers to provide training to their employees.
- Support department managers, supervisors and advisors by:
  - Overseeing all employee relations issues and grievance procedures.
  - Resolving employee and office conflicts in a timely and professional manner.
  - Assisting supervisors in developing performance contracts, as necessary, and serving as an unbiased mediator in the process.
  - Participating as a voting member on Management Council.
- Ensure the functionality and efficiency of the Personnel Office by:
  - Serving as the budget authority for all Personnel Office budgets.
  - Chairing the Personnel Committee meetings and collaborating with that body for hiring and employment decisions and making recommendations to the Board of Directors as needed.
  - Organizing weekly Personnel Office staff meetings.
  - Supervising Personnel Office staff in day-to-day Personnel Office activities and offering them continuous support and work-related educational opportunities
  - Overseeing all long-term AS personnel events and projects including, but not limited to, AS hiring, staff development events, Job Fair, recognition and New Hire Night.
  - Updating and distributing to staff an accurate roster (name, position, e-mail, extension, and mailbox) of AS employees.
  - Maintaining a past and current file of AS employees in conjunction with the VU Finance Office. (Past files should extend to two years previous to current year).

- Ensure that AS hiring is legal, fair, and provides equal opportunity by:
  - Being knowledgeable of the various policies and procedures of the hiring process.
  - Attending trainings and/or arranging meetings with a WWU Human Resources representative and an Equal Opportunity Employment Office representative regarding all aspects of the hiring process, guidelines and legal implications. (This training should be completed during summer quarter.)
  - Coordinating all aspects of salaried, hourly, and work study hiring as outlined in the AS Employment Policy.
  - Updating the Employment Policy during winter quarter.
  - Facilitating the maintenance and updating of job descriptions through the Personnel Committee, as necessary.
- Create a quality, safe, and supportive employment experience for all AS employees by:
  - Enforcing the AS Student Employment Policy, AS Code of Conduct, and all university employment guidelines.
  - Approving credit and GPA waivers as necessary.
  - Performing other duties as needed.

### **Salary**

This position will receive approximately \$9,740.63 per position term (about \$405.86 twice per month).

### **Reportage**

This position reports directly to the AS Board of Directors through the Vice President for Business & Operations.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised March 6, 2012 by motion ASB-12-W-40.