



**Associated Students of Western Washington University  
Representation and Engagement Programs  
Voter Registration Staff (hourly]**

**About the Department**

The Representation & Engagement Programs (REP) Associate Director is responsible for supervising the overall operations of the REP. This includes ensuring and facilitating coordination of the activities of the AS Elections Coordinator, AS Student Senate Chair, AS Legislative Liaison, the Committee Coordinator, and the Voter Registration and Education Coordinator (in federal election years). The Associate Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement

**Term of Position**

Temporary position: Beginning approximately 2 weeks prior to the start of fall quarter and ending the day after Election Day. The position is designed to require approximately thirty (30) to forty (40) hours of total work.

**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**

- Ability to communicate and work effectively with a wide variety of people.
- Organizational and time management skills
- Outgoing nature that is comfortable communicating with and outreaching to strangers
- Basic knowledge of the voter registration process
- Ability to provide information in an unbiased and neutral manner
- Understanding of the importance of maintaining confidentiality of voter registration information and documents

**AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o 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,
  - o Being knowledgeable of the AS organization and its general operations.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.

**Position Responsibilities**

- Be fully aware of the REP Voter Registration policies and methods by:
  - o Attending the voter registration staff training
- Register students to vote by:
  - o Being on time for work as scheduled,
  - o Actively encouraging students to register to vote.
  - o Being present at the voter registration booth or other voter registration outreach activities during scheduled working hours,
  - o Assisting students in registering to vote either online or on paper registration form,
  - o Communicating with students about the importance of registering to vote,
  - o Providing voter registration volunteers with direction,
  - o Answering questions that arise while students are registering to vote,
  - o Reporting and discussing problems as encountered to supervisor,
  - o Keeping the voter registration booth clean and organized.
- Help to ensure that students vote by:
  - o Encouraging students to join a reminder to vote list/system,
  - o Informing students about voting related events being put on by the REP.
  - o Participating in Get Out the Vote efforts by assisting at outreach events such as going door-to-door in residence halls or educational events and forums.
- Keep accurate records of students registered to vote by:
  - o Keeping a count of number of students registered to vote by hour,
  - o Collecting, sorting and preparing voter registration forms for mailing or delivery,
  - o Assisting in keeping an electronic record of the number of students registered to vote.

### **Wage**

This position will receive a Program Support Staff 2 wage, which is \$11.00 per hour.

### **Reportage**

This position reports directly to the REP 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 May 29, 2013 by motion ASB-13-S-39.**