



Associated Students of Western Washington University
Representation and Engagement Programs
Legislative Liaison

About the Position

The Legislative Liaison is a representative for the Associated Students (AS) Board of Directors of Western Washington University to the Washington State Legislature, the Governor's Office, and other state agencies.

Position Classification

Coordinators provide programming for the Associated Students 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 REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

Term 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 during Fall, an average of 35 hours per week during Winter Quarter, and an average of 10 hours per week during Spring Quarter. This position 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. This position includes 20 hours of work to be completed over Summer Quarter, including attending any Washington Student Association meetings, scheduled in coordination with the AS Vice President for Governmental Affairs.

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.
- Ability to move to Olympia for Winter Quarter

Preferred Qualifications

- Demonstrated interest in policy and lobbying.
- Public speaking skills.
- Understanding of Washington State Legislature
- 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 independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

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.

AS Representation and Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
 - Maintaining 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

- Engaging the Associated Student Membership with legislative issues by:
 - Organizing an event regarding topics which were discussed in the Legislative Session.
 - Establishing and maintaining a minimum of 3 posted office hours per week during Fall and 2 during Spring Quarter, unless legislative business precludes attendance.
 - Working with the VP for Governmental Affairs and the Western Votes President to organize Viking Lobby Day(s).
 - Serving on the AS Legislative Affairs Council as a voting member and actively contributing to the development and drafting of legislative agenda items
 - Serving in an auxiliary function in organizing a voter registration drive prior to any upcoming election.
 - Outreaching to underrepresented and diverse student populations and groups to solicit ideas to include on the legislative agenda
 - Providing updates to students during legislative session on a consistent basis. This can include but is not limited to blogging, AS Review articles, the Western Front. Social Media, and campus emails.
- Represent student voices and interests to the Washington State Legislature by:
 - Giving oral and written testimony to the appropriate legislative organization
 - Consulting with the AS VP for Governmental Affairs before representing the ASWWU on any legislative concern during the Legislative Session not on the legislative agenda.
 - Attending the Washington Student Association Legislative Liaison training in Olympia prior to the start of the Legislative Session.
 - Preparing for Legislative Session by researching key legislators and upcoming legislative issues.
- Coordinate mutual legislative objectives with the WWU faculty and administration and with other universities by:
 - Maintaining a working relationship with the WWU Faculty Senate, and WWU Office of University Relations and other WWU Lobbyists.
 - Establishing and maintaining a working relationship with the Washington Student Association and representatives from other universities.
 - Attending all Washington Student Association Board of Directors meetings.
- Maintain a working relationship with the AS Board of Directors by:
 - Providing a weekly report to the VP for Governmental Affairs and the Legislative Affairs Council on all legislative issues during session.
 - Communicating regularly with the VP for Governmental Affairs to discuss lobbying activities and efforts.
 - Attending meetings of the Board of Directors as requested by the AS VP for Governmental Affairs.
 - Making recommendations to the AS VP for Governmental Affairs concerning all legislative business.
 - Compiling and presenting a comprehensive report detailing activity of concern to the AS Board of Directors at the end of Legislative Session.

Salary

This position will minimally receive \$8,553 -per term of position. (Approximate per paycheck two times a month-
Fall: \$289, Winter: \$738, Spring: \$253.)

Reportage

The AS Legislative Liaison reports to the AS Board of Directors through the ASVP for Governmental Affairs for all lobbying activities. The AS Legislative Liaison reports to the REP Director for all work within the REP.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised May 6th 2016, by MOTION: ASB-16-S-24