



**Associated Students of Western Washington University**  
AS Board of Directors and WWU Alumni Association  
AS Alumni Coordinator

### **About the Position**

The AS Alumni Coordinator is responsible for coordinating activities and fostering relationships between student organizations and alumni while working closely with both the Alumni Association and the Associated Students. The AS Alumni Coordinator will also be a liaison to the Alumni Association Board of Directors.

### **Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices, and groups throughout the Western, Seattle and Bellingham communities. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, 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 Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

WWU Alumni Association offers programs, benefits, and scholarships to ensure student success and a healthy future for our alumni. Our mission is to strengthen Western by building strong and caring relationships that make a difference among our students, alumni, friends and the greater University community. We serve as the voice and advocacy for our 132,000 WWU alumni while encouraging an ongoing relationship between them, the university, and our student body for the purpose of mutual benefit.

### **Term 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 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 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**

- Excellent customer service 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 with confidential materials
- Strong organizational, multitasking, and time management skills.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Ability to work collaboratively with multiple people and organizations and with people of diverse backgrounds and opinions.
- Self-motivation and creativity.
- Basic computer skills including word, excel, email;
- Experience planning and implementing communication and publicity efforts.
- Marketing and social media communication experience

## **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.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

## **Position Responsibilities**

### **Associated Student Alumni Programming and Services Office Responsibilities**

#### **Develop and enhance the teamwork, communication, and effectiveness by:**

- Attending regular meetings with the following:
  - Associate Dean of Student Engagement and the Director of the Viking Union
  - Executive Director of the Alumni Association
  - Associate Director, Early Engagement.
  - AS President
  - AS Personnel Director
- Establishing and maintaining an effective working relationship with Alumni Association staff as well as relevant Student Activities/Viking Union staff.
- Maintaining continual communication with Alumni Association staff and AS/VU staff outside of meetings.
- Attending quarterly meetings with the Alumni Association Board of Directors.
- Collaborating with the Alumni Association Executive Director and Board of Directors.

- Liaising between the Associated Students Board of Directors and Activities Council and Alumni Association Board of Directors.

**Promote the Alumni Association events and services to the campus community** by

- Developing or making the Alumni Association aware of opportunities to enhance student programming and Alumni Association events and services
- Being aware of and promoting Alumni events
- Fostering and enhancing working relationships and communications with the colleges and departments on campus
- Publicizing alumni association services, programs, and events through social networking, publicity center requests, and other media

**Foster working relationships with related alumni, campus and community resources** by:

- Collaborating with related clubs and organizations on campus to include and engage alumni and the Alumni Association
- Ensuring students are aware of the benefits and resources available to them through the AS Club system and the Alumni Association
- Regularly communicating and/or cosponsoring events or programs with the Alumni Association

**Ensure engagement for AS Alumni** by:

- Working closely with the AS Personnel Office to maintain AS Alumni Database and update quarterly with new AS Personnel.
- Collaborating with AS Personnel Office to coordinate one event per quarter to engage students with resources (E.g. Career Services) to prepare current students for future career and networking opportunities (E.g. LinkedIn Workshop)
- Connecting with AS Alumni and AS Personnel through LinkedIn to review job updates and identify networking opportunities.
- Creating quarterly email and paper newsletters to highlight on AS Alumni/Personnel accomplishments.

**Wage**

Starting hourly rate of \$12.80

**Reportage**

This position reports directly to the AS President and the Associate Director for Young Alumni.

This job description is subject to change in accordance with the AS Personnel Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on May 23<sup>rd</sup> 2018