



**Associated Students of Western Washington University**  
AS Club Activities Office  
Club Promotion & Outreach Facilitator

### **About the Position**

The Club Promotion & Outreach Facilitator staffs the welcome desk in the Club Hub, points club leaders toward useful resources, assists them with event planning, facilitates office communication, and takes on special projects to improve the resources and information offered to clubs. More specifically, this position will serve as the main coordinator of the Club Hub's social media and online presence in relation to resources and the office's event promotion as well as the primary resource to clubs for maximizing their promotional efforts.

### **About the Department**

The AS Club Activities Office, aka "The Club Hub," empowers, supports, and provides opportunities for diverse student interests and community building within clubs. This office serves clubs as a resource for leadership and organizational development, as well as event planning and programming. The Club Hub is committed to ensuring all students can become involved and engaged in their Western community.

### **Term of Position**

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin the Monday two weeks before the start of classes Fall quarter and end the Friday of Dead Week the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the supervisor. Position holder is required to attend any trainings or orientations as required by the office Coordinator or Advisor. Position may begin later in the year or at any point in which a position becomes vacant. The position will be opened for re-application during each Spring hiring process. This position works an average of 12 - 15 hours per week.

### **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**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.

- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented backgrounds.
- Basic knowledge of department and position specific responsibilities.
- Ability to dependably maintain 12-15 scheduled hours each week.
- Knowledge of or experience with AS Club system at Western.
- Past experience as a member or leader in one or more AS Clubs.
- Ability to demonstrate customer service skills.
- Experience using a wide variety of social media tools as a means of event promotion & outreach.
- Basic image editing and/or graphic design is helpful but not essential.

### **AS Employment Responsibilities**

- Serve the 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.
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **AS Club Activities Office Responsibilities**

- Ensure that all club students visiting the Club Hub are able to access the resources they need to be successful by:
  - collaborating with student staff in the ESC on joint club programs, activities, and trainings as needed
  - Assisting clubs with completing the steps necessary for successful programming, including but not limited to, room reservations, publicity requests, funding resources, completing Withdrawal Requests, special authorizations that may be necessary, etc.
  - Facilitating the scheduling of meetings between club participants and AS Clubs Business Director or advisors, as needed.
  - Becoming fully knowledgeable about policies, procedures, and the resources applicable to students participating in the club system, including financial resources.
  - Collaborating with student staff in the ESC on joint club programs, activities, and trainings as needed
- Actively contribute to the overall success of the Club Activities Office by:
  - Staffing the Club Hub front desk to assist with incoming questions and contact from clubs for up to 15 hours each week, including 10 - 12 posted office hours.
  - Attend regular one-on-one meetings with the Student Activities Advisor.
  - Attending weekly Club Activities Office staff meetings (inside the Club Hub during one of the 15 regularly-scheduled hours in the work week).
  - In conjunction with the other staff members, maintaining an attractive, orderly, and clean appearance of the Club Hub space, workspaces, computer file system, storage closet, and supply cabinets.

- Facilitating the fall quarter AS Club Kickoff, which is the primary training and orientation event mandatory for all clubs at the beginning of the year, with other staff members and advisors.
- Upon request, assisting the advisors with projects or with communicating with clubs.

### **Position Responsibilities**

- Maintain the social media and online presence of the Club Hub by:
  - Enhancing the Club Hub's social media and online presence by developing materials, documents, videos and webpage content aimed at increasing club leaders' levels of awareness and knowledge of policy, procedures, and business processes.
  - Ensuring that all informational materials, including print and online resources, are accurate and updated anytime a change occurs to policy, practice, or personnel.
  - Serving as the main resource for Club Hub event promotion in working with the AS Publicity Center, maintaining social media promotions, managing event submissions in OrgSync, and sending mass emails to club members.
  - Increasing awareness of Club Hub resources and of new and existing clubs.
  - Engaging in outreach (online and in-person) to the campus community for the purpose of increasing involvement in, and awareness of, clubs and club activities.
  - Updating the AS Communications Office and AS Board Vice President for Activities on club activities.
  - Coordinating the marketing of Club Hub events with the Club Event Planning Facilitators.
  - Serving as a voting member on the AS Communications Committee
- Ensure that OrgSync meets the needs of clubs by:
  - Maintaining the community-wide calendar of events within OrgSync by accepting or rejecting events from inclusion on the all-club event calendar.
  - Encouraging student adoption of OrgSync through promotional outreach.
  - Create and disseminate important information updates and news to all club leaders and members using OrgSync's communication tools.
  - Messaging out OrgSync "Tip of the Week" and club spotlights.
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### **Wage**

This position will receive a Program Support Staff 1 wage, which is \$11.50 per hour.

### **Reportage**

This position reports directly to Club Activities Coordinator.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised March 4th, 2016.