



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

Resource & Outreach Programs

Legal Information Program Support Staff (Hourly)

### **About the Position**

The Legal Information Center Hourly Staff member assists the Legal Information Center Coordinator in outreach, peer advising, and programming for the office.

### **About the Department**

The Associated Student Resource & Outreach Programs (ROP) provide information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience. The AS Legal Information Center (LIC) is a confidential and non-judgmental resource for students seeking information about their legal rights and responsibilities. The LIC works to help students make informed choices, to encourage students to take an active role in their own legal issues, and to act as an informal prelaw advisor to those students interested in legal careers through peer education, programs and events, and various resources.

### **Terms of Position**

This is a three quarter position. This position begins 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 10 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**

- 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.
- Ability to work collaboratively with multiple people and organizations.

- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Knowledge of or experience with event planning.
- Knowledge and passion about legal issues and topics
- Ability to create a space that makes people feel welcome at events and at the office.

### **AS Employment Responsibilities**

- Serve the 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 continuity and legacy of this position by:

- o Working with supervisor and Personnel Director to revise and update position job description.
- o

### **Resource and Outreach Programs Responsibilities**

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

- o Maintaining at least 8 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
- o Providing unbiased, nonjudgmental, and accurate information and services to students.
- o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
- o Providing a confidential, safe, and inclusive space for students,
- o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication,
- o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

- Ensure the smooth, effective operations of the Resources and Outreach Programs by:

- o Promoting teamwork and collaboration throughout all the ROP offices,
- o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase,
- o Establishing and maintaining active working relationships with other ROP team members.

- Provide the most relevant and effective resources, outreach, and programming by:

- o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
- o Collecting and inputting office traffic forms.

- o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

### **Legal Information Center Responsibilities**

- Provide education, social, and community building opportunities to the campus community by:
  - o Assisting LIC Coordinator with office events
  - o Co-sponsoring 1-3 events with other ROP offices in the academic year, in consultation with the ROP Director,
  - o Ensuring the balance of educational and social programming offered by the office.
- Develop and enhance the teamwork, communication, and effectiveness of the Legal Information Center by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all LIC staff,
  - o Plan short- and long-term goals for the LIC with office staff and the ROP Director,
  - o Continually receiving feedback from participants of events and services,
  - o Maintaining continual communication with LIC staff and interns outside of meetings
- Promote legal related events and services to the campus community by:
  - o Being aware of and posting legal related events to appropriate calendars,
  - o Publicizing Legal Information services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with all legal related clubs and organizations on campus,
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: WWU Career Services, WWU Prelaw Advisor, WWU Center for Law, Diversity, and Justice, University Police, and Law Advocates.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
  - o Portraying a diverse representation of legal issues,
  - o Striving to include all legal issues pertinent to students,
  - o Assessing and being responsive to student's needs.

### **Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - o Discussing the budget and plans with the LIC Coordinator
  - o Developing quarterly and annual budget plans and projections with LIC Coordinator.
- Empower and support the Associated Students membership with information, activities and peer education by:

- o Assisting in the coordination of establishing short and long-term goals within the LIC.
- o Regularly debriefing events with staff and interns
- o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- o Being available for speaking engagements and newspaper and radio interviews as needed.
- o Performing other duties as needed or assigned.

**Wage**

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

**Reportage**

This position reports directly to the Legal Information Center Coordinator.

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

**The Associated Students is an Equal Opportunity Employer.**

**Revised February 19, 2014 by motion ASB-14-W-42.**