



Western Washington University

AS Vice President for University Operations Position Description 2024-25

About the Program & Position

The Associated Student Government at Western is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the AS Executive Board and the AS Senate.

The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

One of the Executive Board's primary roles is to appoint Western Students to relevant decision-making groups to ensure student voices are well represented in official University processes.

Another important role is annual review and approval of the Associated Students Governance Fiscal Year Annual Budgets.

There are seven elected student positions on the AS Executive Board. Each position is responsible for representing different interest areas of students in addition to serving on a variety of AS and University Committees.

The Vice President for University Operations acts as an official liaison between the ASWWU Executive Board and the WWU Divisions of Business and Financial Affairs and University Advancement units/departments/programs such as: Facilities Development & Operation (FDO), Finance & Business Services, WWU Foundation, University Communications and Marketing. This position serves as a resource for all students on campus and in the community needing support for any concerns related to the areas listed above.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. AS VPs can work up to 15 hours/week during Fall, Winter, and Spring Academic Terms excluding finals weeks. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

Required Qualifications

Candidates/AS VP for University Operations must:

- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing/appointment application and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

Preferred Qualifications

- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion practices.

- Experience working with complex budgets.
- Working knowledge of the WWU Shared Governance structure.
- Experience with problem solving and conflict resolution in complex organizations.
- Ability to communicate accurately and effectively with a wide variety of groups.
- Public speaking skills.
- Previous council, committee or student government experience at Western Washington University.
- Demonstrated understanding of programs and services offered by the BFA and University Advancement Division(s).
- A working knowledge of the University governance system.
- Knowledge of current and past student movements on campus.
- Strong organizational and time management skills.
- Experience working in group situations or as a member of a team.
- Experience facilitating group decision making processes.
- Ability to balance multiple projects at one time.

Position Responsibilities

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings, retreats, meetings, and work sessions.
- Maintaining a regular weekly work schedule (available to AS Gov Advisors, SGAs and Elected Positions) to fulfill the duties and responsibilities of the position.
 - Typical Regular Work Scheduled between 7am-9pm, M-F, includes scheduled office hours (see below).
- Avoiding any major academic or employment commitments that would conflict with the essential responsibilities of this position. (e.g., study abroad).
- Working with the members of the Executive Board in a cooperative and timely manner.
- Reporting major business at official meetings of the Executive Board as requested.
- Holding regular individual check-in meetings with designated AS Government Advisor and AS President.
- Identifying short and long term strategic goals for VP position, in alignment with AS Exec Board strategic goals.

Represent the interests of the student body of Western Washington University by:

- Devoting up to 15 hours per week to AS Executive Board business.
- Establishing and maintaining at least five publicly posted office hours per work week (Monday-Friday) to be available to constituents.
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
- Coordinate with AS President to communicate regularly with WWU students concerning the decisions and actions of the AS Executive Board relevant to VP position. (e.g. Regular AS Newsletter updates, Official AS Gov Social Media Updates)
- Coordinating with AS President to pursue lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions in areas relevant to VP position.
- Representing the interests of WWU students on all issues that come before the AS Executive Board.
- Working with OCE Staff/AS Governance Advisor to recruit and fill student positions on committees related to this position.
 - Chair designated committees

Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Constitution, all WWU policies, and all AS policies including the Personnel Policy, Code of Conduct, and Program Standards.
- Complete all mandatory training for AS Elected Positions and WWU Student Employees

Ensure the legacy of this position by:

- Working with an AS Governance advisor to revise and update position job description annually prior to election candidate filing.
- Working with AS Governance Advisor to plan for continuity of operations for the next individual in this position as appropriate.

Ensure the interests of Associated Students are properly represented in areas related to University Operations by:

- Establishing and maintaining regular communications with relevant BFA and University Advancement Division Program leadership in order to communicate student concerns/ideas and collaborate as appropriate.
 - Including but not limited to WWU VP of BFA, WWU VP of University Advancement, WWU AVP Strategy, Management & Budget (SMB)
- Facilitating communication between students and WWU Administration on issues pertaining to BFA & University Advancement programs by:
 - Collaborating with appropriate staff to host community forums/listening sessions as needed throughout the academic year.

Committee Responsibilities – May be subject to change based on committee updates throughout the year.

Committee Assignments for this position will be determined for 24-25 academic year in collaboration with AS President and ASWWU Governance Advisor.

Pay Rate

Estimated Starting Rate (2024-2025) is \$20.80/hr

Administrative Note: Exact wage and total hours per week are subject to change pending final approval of AS Budget. The contents of this position description may change during the term of appointment due to an ongoing collective bargaining process.

This position is exempt from civil services rules per WAC 357-04-040