



# Western Washington University

Student Senator 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.

The Student Senate represents student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College advocate for students within their respective colleges, while four At-Large Senators represent all WWU students. Student Senators represent student interests by serving on relevant academic committees, making decisions in Senate meetings, and pursuing projects that align with their constituents' priorities and values.

## 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. Student Senators can work up to 10 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. 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/Senators 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 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 Accessibility, Diversity, Equity, and Inclusion practices.
- Working knowledge of the general operations of the Associated Students.
- Critical thinking skills.
- Previous council, committee, or government experience at Western Washington University.
- Knowledge of the University governance system and organizational systems.
- Knowledge of local, state, and national legislative systems.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively with a wide variety of groups.
- Experience working in groups or as a member of a team.
- Ability to balance multiple projects at one time.

## Position Responsibilities

Ensure the effectiveness of AS Senate operations by:

- Attending all AS Senate trainings and retreats, unless previously communicated a needed absence.
- Attending all bi-weekly regular and special Student Senate meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated AS Government Advisor.
- Reviewing all relevant meeting documents (e.g. Agendas, Minutes, Documents Packets) before Senate meetings.
- If presenting at a Senate meeting, submitting necessary documents for presentation at least 48 hours prior Senate Meeting.
- Collaborate with other Student Senators on relevant projects.
- Regularly communicating with their co-senator(s) about all Senate work.
- Ensuring AS Senate is operating in alignment with current AS Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7am-9pm, M-F, includes scheduled office hours (see below).
- Communicating current work schedule with AS Gov Advisors, SGAs, and other Student Senators.
- Avoiding any major academic or employment commitments that would conflict with the essential responsibilities of this position, such as study abroad.

Represent the interests of ASWWU by:

- As part of regular work schedule, establishing and maintaining one to two publicly posted office hours per work week (Monday-Friday) to be available to constituents.
- Being available to constituents via email and by-appointment.
- Represent student interests by serving on one to three Departmental, University, and/or Associated Students committees.
- Holding the interests of the student body above any personal interests, aspirations, or goals.
- Representing the interests of WWU students on all issues that come before the AS Student Senate.
- Facilitate events and gatherings to connect with constituents and hear concerns on relevant issues within the college.
- Meeting with the Dean, Associate Dean, or designee from their college to discuss student concerns or other relevant topics within the college. Frequency of meetings can vary, ideally meeting at minimum once per quarter.

## Pay Rate

Estimated starting rate for AS Student Senators (2024-2025) is \$20.80/hour

**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