

# Western Washington University

## ASWWU Senator Position Description 2025-26

### About the Program & Position

Student Government serves as the voice of the student body, representing students to WWU administration, faculty, and staff. Empowered by the President of WWU, elected student officials advocate for student interests, oversee student fees, and ensure that student perspectives shape key decisions at WWU.

The Associated Student Government at Western Washington University 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 ASWWU Executive Board and the ASWWU Senate.

The Executive Board advocates for student interests in non-academic divisions, departments, and programs at WWU, as well as with the Board of Trustees and relevant external governmental agencies. The Executive Board ensures student representation on university matters beyond the classroom.

The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's 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. Senators can work up to 8.5 hours per 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 ASWWU 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, and 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.
- Have good academic standing 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 work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.
- Avoid any commitments that would conflict with the essential responsibilities of this position, including but not limited to study abroad, internships, gap-quarters, etc.
- College Specific Senators: Must be on record in official University systems with declared major or pre-major in College you are representing.

## Position Responsibilities

### Represent the interests of the student body of WWU by:

- Establishing and maintaining one to two publicly posted office hours per work week, Monday-Friday, to be available to constituents.
- Communicating with constituents on a regular basis.
- Being available to constituents via email and by-appointment.
- Represent student interests by serving on WWU 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 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. The frequency of meetings can vary, ideally meeting at minimum once per quarter.

### Ensure the effectiveness of Senate operations by:

- Attending all Senate trainings and retreats, unless previously communicated a needed absence.
- Attending all Senate meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Senate meetings.
- If presenting at a Senate meeting, submitting necessary documents for presentation in advance.
- Collaborating with other senators on relevant projects.
- Regularly communicating with the co-senator(s) about all Senate work.
- Ensuring the Senate is operating in alignment with current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Senate Student Government Assistant, co-senator, and Senate President.

## Pay Rate

Estimated starting rate for the ASWWU Senator (2025-2026) is \$22.00 per hour.

### Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget.

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