



# Western Washington University

## AS Vice President for Diversity Position Description 2024-25

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### **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 AS and University Committees and 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 Program 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 ASWWU Vice President for Diversity is responsible for promoting a commitment to diversity, equity, and inclusivity in all AS Programs and Offices. This position acts as the official liaison on behalf of the ASWWU Executive Board to university offices offering services to marginalized or underrepresented students including but not limited to The Centers for Student Access, Community, and Intercultural Engagement and the Office of Equity. The ASWWU Vice President for Diversity is charged with working with university administrators, faculty, and fellow students as they continue to focus on diversity and equity efforts. This includes the empowerment, retention, and full inclusion of all populations on campus that are and have been systemically and historically marginalized, and or underrepresented.

### **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 President can work up to 25 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/AS VP for Diversity 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 Diversity, Equity, and Inclusion practices.
- Experience working with complex budgets.
- Working knowledge of the Associated Students organization.
- 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 Shared Equity Leadership Frameworks.
- Understanding of historical ADEI issues important to WWU students.
- Knowledge of Access, Diversity and Inclusion programming efforts at Western past and present.
- Understanding of current diversity issues concerning the university, the greater Bellingham community, and its global connection.
- 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).
- 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 19 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 (See below)

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 ADEI by:

- Meeting regularly to discuss student concerns/ideas about ADEI at Western with University and Division Leadership including but not limited to:
  - AVP for The Centers for Student Access, Community, and Intercultural Engagement or designee
  - WWU Chief Diversity Officer or designee
  - VP for Enrollment & Student Services or designee.
- Making official recommendations to the ASWWU Executive Board concerning all diversity, equity and inclusion related topics addressed by the Board.
- Working with ESS Division programs and offices to help represent student concerns/ideas regarding ADEI on campus.
- Serving as the liaison to the Ethnic Student Center on behalf of the AS Executive Board.
- Supporting AS OCE and AS VP for Governmental Affairs efforts to engage diverse/underrepresented student populations in civic engagement programming.
- Maintaining awareness of current campus ADEI issues by attending related events.
- Ensure objectivity of position by:
  - Advocating for *all* diverse groups of students.
  - Supporting equitable representation for all marginalized and historically and currently underrepresented groups.

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

Chair, facilitate, and create agendas for:

Needs 24\_25 Update

Serve as a voting member on:

- The President's Taskforce on Equity, Inclusion, and Diversity
- AS Personnel Committee
- Diversity Achievement Award Committee
- University Work Group on Sexual Violence Prevention and Response
- Social Justice and Equity Committee (SJEC)
- Undocumented & Mixed Status Committee

Serve on other Associated Students, University, or community committees, as necessary.

**Student Budget Coordinator Responsibilities**

- Collaborate with Staff Budget Authority to ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
  - AS Exec Board Diversity Initiative Fund

**Pay Rate**

Estimated Starting Rate (2024-2025) is \$20.85/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