

Western Washington University

ASWWU VP for University Operations 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.

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, and the WWU Foundation.

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. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. 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. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in 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 and current 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.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc.).
- 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.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board 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 Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the 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 Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- ASWWU Transportation Advisory Committee (Co-Chair)
- Advisory Committee for Socially Responsible Investing (Voting Member)
- Additional Committees as delegated by the Executive Board
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (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 and final, approved, S&A Fee Allocation.

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