



**Associated Students of Western Washington University**  
~~Executive Board~~ ~~Board of Directors~~  
ASWWU Vice President for Diversity

#### About the Position

The [Associated Students of Western Washington University \(ASWWU\)](#) Vice President for Diversity is responsible for ensuring that all ASWWU processes and ASWWU Offices have a commitment to diversity, [equity](#) and inclusivity with an emphasis on providing a safe space for all students. This position is a liaison to ASWWU and university offices offering services to marginalized or underrepresented students. 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 including the empowerment, retention and full inclusion of all populations on campus that are [systematically minoritized, marginalized, and underrepresented](#). ~~underrepresented or of a marginalized nature in society.~~

#### Position Classification

Vice Presidents serve as elected officers for the Associated Student [of Western Washington University Organization](#) and as members of the [ASWWU Executive Board](#). ~~Board Directors~~. Vice Presidents are responsible for representing students and governing the operations of the Associated Students [of Western Washington University](#) within a specific area of focus.

#### About the Department

The [ASWWU Executive Board](#) ~~Board of Directors~~ office ~~oversees is responsible for~~ the management of [student representational and governmental affairs of funds, affairs, and property](#) ~~of~~ the Associated Students [of Western Washington University](#) organization and is the [primary](#) ~~main~~ point of contact for student representation at Western Washington University.

#### Term of Position

This is a ~~four-quarter~~ [four-quarter](#) position [with the option of being hybrid during the summer academic quarter](#). This position begins the Saturday of Spring Commencement and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during winter or spring breaks, [but is optional if position sees fit.](#)

#### AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- [Ability to complete the entire term of the position.](#)
- [Be eligible to be employed on campus and in the U.S.](#)

#### Required Officer Qualifications

- Must be enrolled in a minimum of 6 credits for undergraduates and 4 credits for graduates at Western Washington University at the time of election.

*AS Vice President for Diversity Job Description*

- Have a minimum of a 2.050 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

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Preferred Qualifications

Knowledge, Skills, & Abilities (KSA's) that Support Success:

The following KSA's are presented to demonstrate the knowledge and skillsets that can lead to success in this position. Many of these KSA's are learned during the time in the role, and previous experience can also help. This list is not meant to discourage candidates rather to support candidates knowing more information about these positions.

**Commented [RM2]:** Preferred: meaning You'd better have this, or don't bother running.  
To have at least half of these skills and focuses.  
Desired: meaning it would be cool if you knew how to do this.  
None of these, but having at least one can't hurt.

Position Specific KSA's

- Working knowledge of the Office of Civil Rights & Title IX Compliance, Disability Access Center (DAC), Office of Veteran's Services, GLBTQ+ Western, and other individual diversity programming offices on campus.
- Knowledge of the AS Ethnic Student Center (ESC) and AS Student Advocacy & Identity Resource Centers (SAIRC) to include the Blue Resource Center, Disability Outreach Center, Price Center, Womxn's Identity Resource Center, and the Wester Hub of Living Essentials (WHOLE) programs.
- Pro-active policy-making skills focusing on collaboration between diverse populations on campus.
- Understanding of current diversity issues concerning the university and the greater Bellingham community.
- General KSA's
- Previous council or committee experience at Western Washington University.
- Strong commitment to diversity, equity, and inclusion.
- Leadership experience.
- Working knowledge of the Associated Students of Western Washington University organization.
- Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working in group situations.
- Working knowledge of the Equal Opportunity Center, the AS Ethnic Student Center (ESC), Disability Resources for Students (DRS), Office of Veteran's Affairs, other individual diversity programming offices on campus, and diversity issues concerning the university.
- Pro-active policy making skills focusing on collaboration between diverse populations on campus.
- Understanding of current diversity issues concerning the greater Bellingham community.
- Ability to demonstrate an awareness of sensitive issues.
- Willingness to participate in open communication with the student body as a whole.
- Ability to facilitate open communication with university staff, faculty and administration.
- Ability to foster constructive discourse on traditionally divisive and controversial issues.
- Ability to cultivate relationships and dialogue between diverse individuals and groups on campus.
- Ability to address large groups of people in public settings.
- Adequate knowledge to provide advisement on and/or training in areas concerning diversity, marginalized/underrepresented groups, and inclusion.

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**ASWWU Employment Responsibilities**

- Serve the diverse membership of the Associated Students of Western Washington University in a professional and ethical manner by:

AS Vice President for Diversity Job Description

- Being familiar with and upholding the AS [WWU Constitution Charter](#), all WWU policies, and all AS [WWU](#) policies including the Personnel Policy, Code of Conduct, and Program Standards.
- Attending all AS [WWU](#) staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- Being knowledgeable of the AS [WWU](#) organization and its general operations.

[Serving on search committees as designated by the AS Personnel Director. \(?\)](#)

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- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Personnel Policy.

#### Executive Board~~Board of Directors~~ Responsibilities

- Ensure the effectiveness of the [Executive Board of Directors](#) operations by:
  - Attending all [Executive Board of Directors](#) retreats, meetings, and work sessions.
  - Avoiding any major academic commitments that would conflict with the essential responsibilities of this position. (e.g. study abroad, student teaching, etc.)
  - Working with the members of the [Executive Board of Directors](#) in a cooperative and timely manner.
  - Reporting major business of the position to the Associated Students President, as well as at each official meeting of the [Executive Board of Directors](#).
  - Holding regular check-in meetings (typically biweekly) with the AS [WWU](#) President and ~~Associate Dean~~[Executive Director](#) of Student Engagement/ Director of Viking Union.
  - Reviewing and updating committee and council charge & charters, and rules of operation under position purview, and communicating changes to relevant groups.
  - Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students [of Western Washington University](#) organization by:
  - Communicating regularly with the student body concerning the decisions and actions of the [Executive Board of Directors](#).
  - Attending at least three (3) Associated Students program events per quarter.
  - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
  - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
  - Overseeing the funds, affairs, and property of the Associated Students organization.
  - Identifying short and long term strategic organizational goals.
  - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

#### **Position Responsibilities**

- Ensure that AS [WWU](#) Services and Programs serve the best interests of the diverse student body and adhere to AS [WWU](#) Policy by:
  - Maintaining oversight for the AS Resource & Outreach Programs by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibilities of the ROP Director in their absence.
  - Communicating and meeting with professional staff as needed, to serve as the AS Board Liaison to the AS Ethnic Student Center, including holding regularly scheduled check-ins with the ESC Coordinator.

- Providing strategic advisement for ESC programs, including the ESC Conference, the ESC End-of-the-Year Banquet, and by providing remarks at ESC Building Unity trainings.
  - Working with the ASWWU VP for Governmental Affairs to organize a program for underrepresented students regarding civic engagement, and to ensure that students who come from traditionally underrepresented backgrounds are included and represented during legislative efforts in Olympia. This would include facilitating ESC Lobby Day.
  - Attending/participating in events about diversity and inclusion to stay up to date on issues.
  - Working with the Personnel Office to plan diversity sensitive sections for AS employee trainings.
  - Working with the Personnel Office, Committee Coordinator, and other relevant positions/offices to develop strategies for recruiting diverse applicants and volunteers.
- Ensure the student voice is equitably represented in diversity and inclusion efforts at the university level by:
    - Meeting with the Special Assistant to the President for Diversity through regularly scheduled check-ins.
    - Making official recommendations to the ASWWU Executive Board of Directors concerning all diversity, equity and Inclusion affairs.
    - Acting as a liaison with on campus offices that work with marginalized or underrepresented groups. Including but not limited to:
      - the Equal Opportunity Office
      - the Center for Education, Equity, and Diversity (CEED)
      - Student Outreach Services (SOS)
      - Office of Veteran's Affairs
      - Disability Resources for Students (DRS)
      - Center for International Studies
      - Center for Law, Diversity, and Justice (CLDJ)
    - Sharing, assessing, and serving as primary AS contact for strategies, programs, and initiatives on campus regarding diversity.
    - Working with other relevant Enrollment and Student Services offices, as needed.
- Ensure objectivity of position by:
    - Advocating for all students.
    - Providing equitable representation for all marginalized and underrepresented groups.
- Ensure the continuing work of the Multicultural/ESC expansion by:
    - Chairing the ESC Executive Committee
    - Sitting on the University Administration Steering Committee
    - Working with the Vice President for Enrollment and Student Service, Director of the Viking Union & Asst. Dean of Students, ESC Coordinator
    - Meeting regularly with students to inform them of decisions being made

#### **Committee Responsibilities**

- Chair, facilitate, and create agendas for:
  - AS Ethnic Student Center Steering Committee
  - Underrepresented Student Employment Council
  - ESC Executive Committee

- ESC Presidents' Council
- [ASWWU Diversity Advisory Council](#)
- 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](#)
  - [Undocumented & Mixed Status Committee](#)
- Serve as an ex-officio/non-voting member on:
  - Lesbian, Gay, Bisexual, Transgender Advocacy Council
- Review and nominate student members for:
  - Disability Advisory Committee
  - Diversity Achievement Award Committee
  - Lesbian, Gay, Bisexual, Transgender Advocacy Council
- Serve on other Associated Students, University, or community committees as necessary.

**Student Budget Coordinator Responsibilities**

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
  - Diversity Initiative Fund (FXXSBR-ASBDIV)

**Salary**

~~This position will receive \$11,493 per position term (approximately \$463 twice per month).~~

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**Reportage**

This position reports to the [ASWWU Executive Board of Directors](#). The [ASWWU Executive Board of Directors](#) Chairperson in conjunction with the AS Personnel Director on behalf of the [ASWWU Executive Board of Directors](#) shall be charged with the responsibility to lead an objective investigation into complaints regarding Board Members. For complaints against the chairperson, the vice-chairperson shall act in their place.

This job description is subject to change in accordance with the AS Personnel Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised on May 20<sup>th</sup>, 2016 by MOTION ASB-16-S-31.