



## **Associated Students of Western Washington University**

Board of Directors

AS Vice President for Academic Affairs

### **About the Position**

The Vice President for Academic Affairs acts as the liaison between the Associated Students and the Academic Affairs division of the University. The Vice President for Academic Affairs seeks to increase student awareness and involvement in the academic affairs of the university and represents students through positions on various academic committees.

### **Position Classification**

Vice Presidents serve as elected officers for the Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

### **About the Department**

The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

### **Term of Position**

This is a four quarter position. 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.

### **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.

### **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.
- Have a minimum of a 2.50 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.

### **Preferred Qualifications**

- Leadership experience.
- Working knowledge of the Associated Students organization.
- Conflict management skills.

- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working as a member of a team.
- A working knowledge of the University governance and organizational systems
- Ability to think holistically and strategically about complex issues
- Critical thinking and problem solving skills
- Ability to facilitate group decision-making processes.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS 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 organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- 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 Employment Policy.
- Ensure the effectiveness of the Board of Directors operations by:
  - Attending all 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 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 Board of Directors.
  - Holding regular check-in meetings (typically biweekly) with the AS President and Associate Dean of Student Engagement.
  - 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 organization by:
  - Communicating regularly with the student body concerning the decisions and actions of the 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 the Associated Students maintains clear communication with the Academic Affairs Division of the university by:
  - Providing a regular report to the AS Board of Directors and Faculty Senate at each regular meeting.
  - Informing the AS Board of Directors of any pertinent information about actions taken regarding the university academic system and university-wide decision-making bodies and collecting feedback on those actions.
  - Working closely with the Representation & Engagement Programs staff to monitor and provide ongoing support to student members serving on academically-related student committees.
  - Beginning to plan the AS Committee Orientating with the AS Committee Coordinator and assisting them with the event as needed after their position begins.
- Promote collaboration with the Academic Affairs Division of the university by:
  - Outreaching to each college and each college dean at least once per year.
  - Meeting with the Provost and Vice President of Academic Affairs at least once per quarter.
  - Participate in the development and implementation of Viking Launch each quarter.
- Represent student interests on all issues related to academic affairs, academic support services, and university-wide decision-making by:
  - Advocating the student perspective regarding all matters of policy and procedure at the university level.
  - Making official recommendations to the AS Board of Directors concerning all academic affairs.
  - Attending committee meetings as listed under committee responsibilities.
- Ensure the continuity and legitimacy of all documents pertinent to the Office of the Vice President for Academic Affairs by:
  - Reviewing and recommending necessary updates to university committee/council Charge and Charters and/or By-Laws under position purview.
  - Maintaining a historical record of pertinent documents under position purview.

### **Committee Responsibilities**

- Chair, facilitate, and create agendas for:
  - Student Technology Fee Committee
- Serve as a voting member on:
  - Academic Coordinating Commission
  - Academic Coordinating Commission Executive Board
  - Academic Fee Committee
  - Bottleneck Funding Request Committee
  - Career Services Center Advisory Board
  - Center for Service Learning Advisory Board
  - Committee on Undergraduate Education
  - Enrollment Fee Funding Allocation Committee
  - First Year Experience Advisory Committee
  - Scholars Week Steering Committee
  - Student Technology Center Governing Board
  - University Planning and Resource Council
  - University Planning and Resource Council Executive Board
- Serve as an ex-officio/non-voting member on:
  - Faculty Senate
- Review and nominate student members for:

- AS Academic Affairs Council
- Academic Coordinating Commission
- Academic Honesty Board
- Academic Technology Committee
- Admissions and Inter-college Relations Committee
- Excellence in Teaching Award Committee
- Faculty Outstanding Services Award Committee
- Graduate Council
- International Programs Advisory Committee
- Learning Commons Advisory Board
- Peter J. Elich Excellence in Teaching Award Committee
- Robert T. Kleinknecht Excellence in Teaching Award Committee
- Senate Library Committee
- Student Academic Grievance Board
- Student Technology Center Governing Board
- Student Technology Fee Committee
- Teacher Curricula and Certification Council
- Other committees, as needed or assigned.
- 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):
  - Academic Affairs (FXXSBR-ASBAAX)

#### **Salary**

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

#### **Reportage**

This position reports to the AS Board of Directors. The AS Board of Directors Chairperson in conjunction with the AS Personnel Director on behalf of the 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 Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised on September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.