



**Associated Students of Western Washington University**  
AS Board of Directors  
AS Board Assistant for Lobby Days  
Hourly Position

### **About the Position**

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. The AS Board Assistant for Lobby Days is also responsible for assisting the AS Vice President for Governmental Affairs, AS Legislative Advocacy Coordinator, and other relevant AS employees with the planning, organizing, and scheduling of Viking Lobby Day and other AS Lobby Days. This position assists the VP for Governmental Affairs in scheduling meetings with legislators, making event arrangements, calling students to confirm attendance, and other related tasks as assigned by the AS VP for Governmental Affairs.

### **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 position begins the 2<sup>nd</sup> week of November and ends the Friday of finals week Winter Quarter. The position holder will work different hours different weeks depending on demand. In November, December, and March they will work approximately 25 hours total and in January and February will work approximately 60 hours total, for a total of approximately 85 hours and not to exceed 100 hours of work during the position term.

### **AS Employment Qualifications**

- In fall and winter quarters, maintain a minimum of credit load throughout term of position of six (6) credits for undergraduates and four (4) credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade pointaverage.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Basic clerical and office skills
- Computer literacy and knowledge of word processing
- Customer service skills.
- Pleasant telephone manner
- Ability to work with diverse groups of people
- Excellent spelling and grammar skills .

- Time management and organizational skills
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions
- Available to work flexible hours; evening work is required. Majority of work hours during 8 AM to 5 PM.
- Basic knowledge of state government

### **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,
  - Being knowledgeable of the AS organization and its general operations.

### **AS Board Office Responsibilities**

- Ensure the success of the AS Board Office by
  - Office hours will vary by week and will be arranged with AS Vice President for Governmental Affairs
  - Performing other tasks and projects as assigned by the AS Vice President for Governmental Affairs and the Board Assistant for Representation Committees
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description
  - Creating and maintaining a Legacy Document

### **Position Responsibilities**

- Ensure the recruitment and outreach for AS Lobby Days is completed by
  - Creating a collaborative relationship with Western Votes!, the Ethnic Student Center, the AS Environmental and Sustainability Programs, and AS advocacy committees (eg. AS Disability Advocacy Committee) respectively to outreach to students and raise awareness about Viking Lobby Day and other AS Lobby Days
  - Staffing the recruitment tables along with other volunteers if needed
  - Outreaching to different AS offices, departments and clubs about the opportunity to attend different Lobby Days
  - Emailing students after they register to increase attendee retention
- Ensure the effective planning of successful AS Lobby Days by
  - Assisting the VP for Governmental Affairs, Board Assistants, and other relevant AS offices in scheduling meetings with legislators
  - Assisting the VP for Governmental Affairs and Legislative Advocacy Coordinator in arranging Lobby Day lobby groups based upon legislative districts and meetings scheduled

- o Calling all registered attendees for different AS Lobby Days a week before to confirm they are still attending and answer any questions they may have
- o Helping with preparation for the lobby day visits by preparing folders and other materials
- Contribute to the future success of AS Lobby Days by:
  - o Sending thank you cards to legislators that Western students met with
  - o Collecting notes from lobby meetings and compiling them in a folder for future reference
  - o Creating a legacy document which outlines the planning process and any mistakes for each individual lobby day

**Wage:** This position will receive a Program Support Staff Level II wage, which is set for this position at \$11.00 per hour.

**Reportage:** The position reports to the Vice President for Governmental Affairs, while working closely with AS Board Program Assistant and the Board Assistant for Representation Committees.

**This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised on July 29<sup>th</sup>, 2016 by motion ASB-16-SU-1**