



**ASSOCIATED STUDENTS OF WWU**  
**Research & Outreach Programs**  
**Disability Outreach Center**  
**Work Study Position**  
**Peer Advisor 2**

**Resource & Outreach Programs Statement of Purpose:**

The purpose of the seven centers of the Resource & Outreach Programs (ROP) is to provide information, advocacy, activities, and peer education. The ROP strives to empower and support all members of WWU's diverse community. The ROP also provides the opportunity for WWU students to gain valuable work and life experience.

**Disability Outreach Center Statement of Purpose:**

The Disability Outreach Center is a student organization that serves people with disabilities and community allies. The DOC provides information, referrals and educational programming targeting disability issues in order to provide students with a connection to community resources and to promote their human and civil rights. The DOC also provides a safe space for all people, social programming and promotes community pride for students with disabilities.

**Term of Position:**

Position begins after a qualified work study student is interviewed and selected and turns in their paper work to the AS Personnel Office. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director.

**Hours and Wage:**

Level II (\$8.85/hour)

The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor.

**Reportage:**

The Disability Outreach Center work-study reports to the Disability Outreach Center Coordinator and Resource and Outreach Programs Director.

**Required Qualifications:**

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during employment.
2. Must maintain a minimum 2.00 cumulative grade point average.
3. Must maintain all work study financial aid minimum requirements.

**Qualifications:**

1. Must maintain a minimum of ten (10) credits for undergraduates, and eight (8) for graduates during entire duration on employment
2. Must maintain a minimum of 2.00 cumulative grade point average
3. Must maintain all work study financial aid minimum requirements.

**Recommended Qualifications:**

1. Basic knowledge of disability issues.
2. Ability to provide confidential assistance and create a safe space for clients
3. Basic knowledge of word processing, social networking sites and e-mail
4. Working knowledge of resources in the Associated Students, WWU and Bellingham.
5. Customer service skills or experience.
6. Flexibility, interpersonal communication skills, problem solving ability, organizational skills, attention to detail, and ability to work with people of diverse opinions.
7. Ability to work independently and follow direction.

**Resource and Outreach Programs Responsibilities:**

1. Establish and maintain an effective working relationship with other ROP team members.
2. Behave in a manner that communicates the ROP philosophy which includes providing unbiased, non-judgmental information to students.
3. Participate in ROP inclusive events (such as VU Late Night, Red Square InfoFair, etc.).
4. Turn in paperwork to ROP Director in a timely manner (Program Planning Worksheets prior to dedicating any time or money to an event and Event Evaluations within one week after event).
5. Participate in office-tracking systems in order to assess client use, frequently asked questions/concerns, etc. Turn in weekly to the ROP Director.
6. Attend a weekly meeting with the position supervisor.

**AS Responsibilities:**

1. Follow all AS Policies and By-laws.

**Disability Outreach Center Responsibilities:**

1. Establish and maintain 5-10 office hours per week
2. Participate in event planning including but not limited to taking notes at meetings, contacting potential co-sponsors or speakers, assisting on the event date as well as assisting with evaluating the event and data entry.
3. Assist in event promotion including but not limited to distribution of publicity materials, organizing word of mouth, assisting with social network site messages, tabling and e-mailing.
4. Assist in clerical duties including but not limited to maintaining the library, refilling brochures, organizing the office and answering messages.
5. Assist clients as needed in the absence of Coordinator:
  - Actively listen to client questions and concerns
  - Utilize office resource to assist clients
  - Familiarize yourself with local agencies and resources
  - Refer clients to other organizations
  - Research client questions/concerns as applicable
  - Maintain client confidentiality
6. Assist with research including but not limited to identifying possible resources for referral and suggesting new additions to the library in fall.
7. Other duties as assigned.

***The Associated Students is an Equal Opportunity Employer.***

*Job Descriptions are subject to change in accordance with the AS Employment Policy.*



**ASSOCIATED STUDENTS OF WWU**  
**Outback** Outdoor Experiential Learning Program  
**(OELP)**  
**Educational Outreach & Projects Assistant**  
**Work Study Position**  
**Peer Advisor II**

**Environmental & Sustainability Programs Statement of Purpose:**

The purpose of AS Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

**Outback OELP Statement of Purpose:**

The Outback, a joint program of the Associated Students and Fairhaven College, is a 5 acre farm and wetland restoration site. The purpose of the Outback OELP is to coordinate a wide range of opportunities for students to learn about, develop and implement sustainable land use practices. These opportunities include personal and collaborative events and projects involving habitat restoration, organic gardening, green building, academic partnerships, independent study projects (ISPs), workshops, lectures and classes. The OELP also provides job-related skill building and community networking opportunities for students. These include serving on the Outback Governing Council, volunteering, and participating in work-study, AmeriCorps Students in Service, and salaried employment.

**Term of Position:**

Position begins after a qualified work study student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of finals week the following Spring quarter, or when the work-study award is depleted. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. Position may begin later in the year.

**Hours and Wage:**

Level II (\$8.85/hour)

The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor. The position requires an average of ten (10) to nineteen (19) hours per week, and no more than sixty (60) hours per month.

**Reportage:**

The Outback Work-Study Coordinator reports to the Outback OELP Coordinator.

**Required Qualifications**

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during employment.
2. Must maintain a minimum 2.00 cumulative grade point average.
3. Must maintain all work study financial aid minimum requirements.

**Recommended Qualifications:**

1. Familiarity with and/or interest in organic gardening and other sustainable gardening or sustainable land use practices.
2. Ability to direct peers, lead work parties, host or teach workshops and classes.
3. Physical ability to work outdoors.
4. Demonstrate a self-motivated approach to work and tasks.
5. Organizational and time management skills.

**AS Responsibilities:**

1. Follow all AS Policies and By-laws.
2. Work with your direct supervisor to complete the hourly evaluation process as outlined by the Personnel Director.

**Position Responsibilities:**

1. Maintain regular communication with the Outback Coordinator about duties and work schedule.
2. Attend weekly Garden meetings, where the Outback Coordinator and/or Assistant Coordinator will meet with work-study students and other involved gardeners to discuss necessary tasks/projects for the week.
3. Attend Outback Governing Council meetings as requested by the Outback Coordinator.
4. Serve as a resource to students who are involved or would like to get involved with the Outback.
5. Spend an average of at least half of work hours imparting knowledge to students by:
  - Being available as a resource to students in the Outback 3-5 posted work hours a week
  - Planning and leading workshops, informal information sessions, or teaching an academic class through Fairhaven or other department
  - Leading a group of volunteers during weekly work parties
6. Take responsibility for projects in one of the gardens or other project areas of the Outback. This is based on interest and expertise as agreed upon with the Outback Coordinator, and could include work in the community garden, educational garden, herb garden, forest garden, ethnobotany garden, or projects in areas such as composting or other areas that contribute to the overall functioning and educational outreach of the Outback.
7. Develop and maintain educational materials and resources that are accessible to students on site such as a binder including FAQ.
8. Plan and advertise educational and outreach events and activities.
9. Assist with general maintenance and upkeep of the Outback.
10. Maintain any records necessary for historical purposes and for the use of future employees including participant evaluations of all events.
11. Coordinate timely outreach and promotion for workshops, classes etc through multiple avenues.
12. Keep accurate track of work hours on timesheets and submit them on time.
13. Perform other duties as needed or assigned.

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ASSOCIATED STUDENTS OF WWU

# Board of Directors Work Study Student Staff

## Statement of Purpose:

The AS BOD Work Study Student Staff is responsible for marketing the AS Board and organization by using social media such as Facebook, Twitter, etc. and for coordinating assessment of current marketing strategies. This position also provides clerical and receptionist services for the AS Board of Directors Office as needed.

## Term of Position:

Position begins after a qualified work study student is interviewed, selected and submits their paper work to the AS Personnel Office and will continue through finals week of spring quarter. Position holder is to attend any trainings or orientations as required by the AS Board Program Assistant.

## Hours and Wage:

Level II (\$8.85/hour)

The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor. The position requires an average often (10) to nineteen (19) hours per week, and no more than sixty (60) hours per month.

## Reportage:

The AS BOD Work Study Student Staff reports to the AS Board Program Assistant and works closely with the AS President.

## Required Qualifications:

1. Must maintain a minimum of ten (10) credits for undergraduates, and eight (8) for graduates during the entire duration of employment.
2. Must maintain a minimum 2.00 cumulative grade point average.

## Recommended Qualifications:

1. Proficiency in word processing and basic computer skills.
2. Ability to work with diverse groups of people.
3. Excellent spelling and grammar skills.
4. Experience with taking minutes and Parliamentary procedures.
5. Available to work flexible hours; evening work may be required.
6. Marketing Knowledge.
7. Familiarity with Social Networking Sites.

## Responsibilities:

1. Research topics as directed by the AS President in consultation with the Program Assistant.
2. Conduct campus wide surveys, focus groups, and assessments.
3. Work to promote the AS Board throughout the Western community. This may include, but is not limited to, Hall Council visits, tabling in Red Square, attending info fairs and distribution of flyers.
4. Keep informed of AS events, activities, resources for students, and general information concerning the university.
5. Communicate information related to the AS Board and the AS as a whole by maintaining and updating social media outlets.

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- ~~6. Answer phones and serve as a receptionist and resource person in the AS Board of Directors office as needed.~~
- ~~7. Take minutes at AS Committee Meetings and AS Board of Directors meetings when the AS Board of Directors Assistants are unavailable.~~
- ~~8. Perform other duties as assigned by the AS President or AS Board Program Assistant.~~

**Responsibilities:**

- ~~1. Market the AS Board and organization by using social media such as Facebook, Twitter, etc.~~
- ~~2. Represent the Associated Students at campus events and Information Fairs.~~
- ~~3. Conduct campus wide surveys, focus groups, and assessments to determine campus needs and student response to marketing activities.~~
- ~~5. Take minutes at AS Committee Meetings as needed.~~
- ~~6. Perform other duties as assigned by the AS Program Assistant.~~