



**Associated Students of Western Washington University**  
Memo regarding changes to the AS Board Office Assistants Structure

**MEMO**

**To:** AS Board of Directors  
**From:** Cindy Monger  
**Re:** AS Board Assistant Structure Changes  
**Date:** April 25, 2012

Thank you for considering my proposal for substantial changes to the Board Assistant job descriptions. I'm going to attempt to give you context to help you understand and to have this documented for future reference

**The current model** is to have each position assist two Vice Presidents. Primarily they provide committee support, but may also have time to provide additional administrative support.

**My proposed model** is to have them be Board Office Assistants first, secondarily committee support for specified committees and then available to help with other office tasks as delegated by my position. This will help bring the focus back to the tasks that are essential for the office and allow for better prioritization of assistants' time. Also the assistants would continue working with the same VPs as before, only this time just as chairs of the committees.

The main driving factor behind this request is confusion on the role of Board Assistants, difficulty training, and the sheer length of the name. To explain:

Old Name length: AS Executive Assistant to the AS Vice President for Governmental Affairs and AS Vice President for Student Life

New Name length: AS Board Assistant for Representation Committees (eliminates 12 words!)

Role confusion: The easiest example of this is that the AS VP for Academic Affairs has an assistant in the office assigned to them, but that person does not in actuality work with the VP on anything. Also tasks assistants could be asked to do are not always within their knowledge or really appropriate for them to be doing within their position (i.e. things that should be handled by the budget authority or someone elected to represent the students, not just hired.) I would be able to help out the VPs and delegate as appropriate if I was approached me first.

Difficulty Training: It is very hard to train on how to delegate to assistants. Also the assistants don't really have a lot of time to work on anything in addition to committee work and have immense difficulty getting things assigned last minute, which is what usually happens.

How they are written: There is a section for overall Board Office Responsibilities. The Position Responsibilities list the specifics for each assistant. If there are additional tasks for a committee they are listed separately. Also there is a section in each description for committees who will have support

as needed. These committees do not consistently take action and therefore do not need minutes at every meeting. Creating this model has allowed for the inclusion of the Student Senate and Personnel Committee in addition to the committees currently supported by our office.

**AS Board Assistant for the Fall Info Fair:**

This position includes some changes to keep it in line with this new model, as well as clarifying the actual role of the assistant. There have been issues in the past with the use of the word Coordinator. This position essentially provides administrative support and follows a checklist for the event. It doesn't create the event. Any themes or changes made to the event are actually decided upon before this position even starts working. I hope that this new description makes it clear that this is not an event planning position, but more administrative. Also financial responsibilities are now going to be handled by the finance office in coordination with the AS Board Program Assistant. Therefore the level should return to the same level and pay as the other assistants or level II at \$9.25.

I hope that this all makes sense. I would love to open the positions about May 3<sup>rd</sup> if possible to allow for hiring before dead and finals week. This has been reviewed by: Kevin Majkut, the Info Fair Management Team, the AS Board Assistants, all Board Members and Personnel Committee. All are in support of these changes.

Thank you again for your time and consideration,



Cindy Monger  
AS Board Program Assistant  
360-650-3460





**Associated Students of Western Washington University**  
**AS Board of Directors**  
**AS Board Assistant for Club Committees**  
**Hourly Position**

**About the Position**

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. Each assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program Assistant. .

**About the Department**

This position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. 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 Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. This position is designed to require an average of 15 hours per week. Each quarter there will be a cap on hours: fall = 205, winter = 165, spring = 165.

**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.

**Preferred Qualifications**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes and Parliamentary procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Available to work flexible hours; evening work is required
- Basic knowledge of the AS Club System and/or Org Sync.

**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, as assigned by the AS Personnel Office and departmental staff development events.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.

### **AS Board Office Responsibilities**

- Ensure the success and accessibility of the AS Board Office by:
  - Posting 8 office hours per week as arranged with the AS Board Program Assistant.
  - Word processing, typing, copying, filing, and distributing materials as directed.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

### **Position Responsibilities**

- Ensure the completion of the administrative duties for the AS Activities Council by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - Attending the Agenda planning meeting for Activities Council.
  - Serving as an information resource for 200 AS Clubs in the VP for Activities absence.
- Ensure the completion of the administrative duties for the AS Ethnic Student Center Steering Committee by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
- Ensure the transparency and historical record keeping for the following AS Committees, as needed by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files as deemed necessary by the chair and AS Board Program Assistant, for the following committees:
    - AS Ethnic Student Center Presidents' Council
    - Diversity Committee
    - AS Underrepresented Student Employment Committee

### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

### **Reportage**

The position reports to the AS Board of Directors Program Assistant, while working closely with the chairs of committees served.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised April 23, 2012.





## **Associated Students of Western Washington University** **AS Board of Directors**

~~Executive Assistant to the AS Vice President for Activities and AS Vice President for Diversity~~  
AS Board Assistant for Club

Committees

Hourly Position

### **About the Position**

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. Each assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program Assistant. The Executive Assistant to the AS VP for Activities and AS VP for Diversity provides assistance at designated committee meetings, performs clerical duties, and provides receptionist services for the AS Board of Directors. The Executive Assistant will work on research projects and assist the Vice Presidents with their duties as time allows.

### **About the Department**

This position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. 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**

Level II. This position is designed to require an average of 15 hours per week. Each quarter there will be a cap on hours: fall = 205, winter = 165, spring = 165.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10-6 credits for undergraduates and 8-4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- ~~Experience with taking minutes and Parliamentary procedures.~~
- ~~Previous work experience with research projects and/or equivalent experience~~
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.



- Knowledge of the Associated Students offices and resources.
- Available to work flexible hours; evening work is required
- Working knowledge of subject areas under the purview of the AS Vice President for Activities and the AS Vice President for Diversity Basic knowledge of the AS Club System and/or Org Sync.

### **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, as assigned by the AS Personnel Office and departmental staff development events.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Maintain the culture and integrity of the Associated Students organization by:
  - Adhering to all AS Policies and By laws.
  - Upholding all AS responsibilities outlined in the AS Employment Policy.
  - Attending designated AS staff development events.
- Ensure the continuity of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **AS Board Office Responsibilities**

- Ensure the success and accessibility of the AS Board Office by:
  - Posting 8 office hours per week as arranged with the AS Board Program Assistant.
  - Word processing, typing, copying, filing, and distributing materials as directed.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing tasks or projects other duties as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

### **Position Responsibilities**

- Ensure the completion of the administrative duties of the Vice Presidents for Activities and Diversity for the AS Activities Council by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files. Being available to serve AS and Vice Presidents' needs, posting 8 office hours per week as arranged with the AS Board Program Assistant.
  - Attending the Agenda planning meeting for Activities Council.
  - Serving as an information resource for 200 AS Clubs in the VP for Activities absence.
- Ensure the completion of the administrative duties for the AS Ethnic Student Center Steering Committee by:

- Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
- Ensure the transparency and historical record keeping for AS Committees by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files, as deemed necessary by the chair and AS Board Program Assistant, for the following committees:
    - AS Activities Council
    - AS Ethnic Student Center Steering Committee
    - AS Ethnic Student Center Presidents' Council
    - AS Promotions/Marketing Committee Diversity Committee
    - AS Underrepresented Student Employment Committee

#### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

#### **Reportage**

The position reports to the AS Vice President for Activities and the AS Vice President for Diversity for assignments, while the AS Board of Directors Program Assistant, while working closely with the chairs of committees served, will act as the supervisor.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised April 23, 2012 ~~March 16, 2012~~.





**Associated Students of Western Washington University**  
**AS Board of Directors**  
**Board Assistant for Internal Committees**  
**Hourly Position**

**About the Position**

The The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. Each assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program Assistant.

**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 Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. This position is designed to require an average of 15 hours per week. Each quarter there will be a cap on hours: fall = 205, winter = 165, spring = 165.

**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.

**Preferred Qualifications**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes and Parliamentary procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Available to work flexible hours; evening work is required.

**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, as assigned by the AS Personnel Office and departmental staff development events.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.

### **AS Board Office Responsibilities**

- Ensure the success of the AS Board Office by:
  - Posting 8 office hours per week as arranged with the AS Board Program Assistant.
  - Word processing, typing, copying, filing, and distributing materials as directed.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing other tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

### **Position Responsibilities**

- Ensure the completion of the administrative duties of the AS Personnel Committee by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - Keeping absolutely confidential about any and all people related matters discussed in meetings.
- Ensure the transparency and historical record keeping for AS Committees, as necessary, by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files, for the following committees:
    - AS Budget Committee (primarily in winter and spring)
    - AS Management Council
    - AS Student Senate (primarily during fall quarter)
- Ensure the transparency and historical record keeping for the following AS Committees, as necessary by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files as deemed necessary by the chair and AS Board Program Assistant for the following committees:
    - AS Facilities and Services Committee
    - AS Structure and Program Advisory Committee

### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

### **Reportage**

The position reports to the AS Board of Directors Program Assistant, while working closely with the chairs of committees served.

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

### **AS Board of Directors**

~~Executive Assistant to the AS Vice President for Academic Affairs and~~  
~~AS Vice President for Business & Operations~~  
Board Assistant for  
Internal Committees

Hourly Position

### **About the Position**

~~The Executive Assistant to the AS VP for Academic Affairs and AS VP for Business & Operations~~  
~~provides assistance at designated committee meetings, performs clerical duties, and provides~~  
~~receptionist services for the AS Board of Directors. The Executive Assistant will work on research~~  
~~projects and assist the Vice Presidents with their duties as time allows. The The AS Board~~  
Assistants primarily support the administrative functions of the office by providing receptionist  
and clerical duties. Each assistant is assigned to support designated committees by: scheduling  
meetings, communicating with committee members, preparing documents, taking minutes and  
maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program  
Assistant.

### **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 Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. This position is designed to require an average of 15 hours per week. Each quarter there will be a cap on hours: fall = 205, winter = 165, spring = 165.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of ~~10-6~~ credits for undergraduates and 8-4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes and Parliamentary procedures.
- ~~Previous work experience with research projects and/or equivalent experience~~



- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Available to work flexible hours; evening work is required.
- Working knowledge of subject areas under the purview of the AS Vice President for Academic Affairs and the AS Vice President for Business & Operations.

### 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, as assigned by the AS Personnel Office and departmental staff development events.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.

Maintain the culture and integrity of the Associated Students organization by:

Adhering to all AS Policies and By laws.

Upholding all AS responsibilities outlined in the AS Employment Policy.

Attending designated AS staff development events.

Ensure the continuity of this position by:

Working with supervisor and Personnel Director to revise and update position job description.

### AS Board Office Responsibilities

- Ensure the success of the AS Board Office by:
  - Posting 8 office hours per week as arranged with the AS Board Program Assistant.
  - Word processing, typing, copying, filing, and distributing materials as directed.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing other tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

### Position Responsibilities

- Ensure the completion of the administrative duties of the AS Personnel Committee by:
- Being available to serve AS and Vice Presidents' needs, posting 8 office hours per week as arranged with the AS Board Program Assistant.
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - Keeping absolutely confidential about any and all people related matters discussed in meetings.
  - Assisting in planning quarterly outreach events with the VP for Academic Affairs by making room reservations, arranging publicity, etc.
  - Facilitating all AS Repairs & Replacements by compiling all requests for the AS Vice President for Business & Operations.

- ~~Assisting with research projects or other assignments as coordinated with the AS Board Program Assistant.~~

- Ensure the transparency and historical record keeping for AS Committees, as necessary, by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files, for the following committees:  
AS Facilities and Services Committee AS Structure and Program Advisory Committee
    - AS Budget Committee (primarily in winter and spring)
    - AS Management Council
    - AS Student Senate (primarily during fall quarter)
- Ensure the transparency and historical record keeping for AS Committees, as necessary by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files as deemed necessary by the chair and AS Board Program Assistant for the following committees:
    - AS Facilities and Services Committee
    - AS Structure and Program Advisory Committee

#### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

#### **Reportage**

~~The position reports to the AS Vice President for Academic Affairs and the AS Vice President for Business and Operations for assignments, while the AS Board of Directors Program Assistant, will act as the supervisor while working closely with the chairs of committees served.~~

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised April 23, 2012.





**Associated Students of Western Washington University**  
**AS Board of Directors**  
**AS Board Assistant for Representation Committees**  
**Hourly Position**

**About the Position**

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. Each assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program Assistant.

**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 Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. This position is designed to require an average of 15 hours per week. Each quarter there will be a cap on hours: fall = 205, winter = 165, spring = 165.

**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.

**Preferred Qualifications**

- Basic clerical and office skills.
- Computer literacy and knowledge of word processing.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes and Parliamentary procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Available to work flexible hours; evening work is required.
- Basic knowledge of state and federal 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.



- Attending all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.

### **AS Board Office Responsibilities**

- Ensure the and accessibility of the AS Board Office by:
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  - Word processing, typing, copying, filing, and distributing materials as directed.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

### **Position Responsibilities**

- Ensure the completion of the administrative duties for the AS Green Energy Fee Committee by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
- Ensure the completion of the administrative duties for the AS Legislative Affairs Council by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - Staying informed about happenings at the state and federal level.
- Ensure the completion of the administrative duties for the AS Student Senate during winter and spring quarter by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - Assisting with gathering information by surveys or planning forums.
- Ensure the transparency and historical record keeping for the following AS Committees, as needed by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files, as deemed necessary by the chair and AS Board Program Assistant, for the following committee:
    - AS Transportation Advisory Committee

### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

### **Reportage**

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

### **AS Board of Directors**

~~Executive Assistant to the AS Vice President for Governmental Affairs and AS Vice President for Student Life~~ AS Board Assistant for Representation Committees

### **Hourly Position**

#### **About the Position**

~~The Executive Assistant to the AS VP for Governmental Affairs and AS VP for Student Life provides assistance at designated committee meetings, performs clerical duties, and provides receptionist services for the AS Board of Directors. The Executive Assistant will work on research projects and assist the Vice Presidents with their duties as time allows.~~

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- Knowledge of the Associated Students offices and resources.
- Available to work flexible hours; evening work is required.
- Basic knowledge of state and federal government.

~~Working knowledge of subject areas under the purview of the AS Vice President for Governmental Affairs and the AS Vice President for Student Life.~~

### **AS Employment Responsibilities**

- ~~Maintain the culture and integrity of the Associated Students organization~~ Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - ~~Adhering to all AS Policies and By-laws.~~ 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.
  - ~~Upholding all AS responsibilities outlined in the AS Employment Policy.~~ Attending all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events.
  - ~~Attending designated AS staff development events.~~ Being knowledgeable of the AS organization and its general operations.
  - ~~Serving on search committees as designated by the AS Personnel Director.~~
- ~~Ensure the continuity of this position by:~~

~~Working with supervisor and Personnel Director to revise and update position job description.~~

### **AS Board Office Responsibilities**

- ~~Ensure the success and accessibility of the AS Board Office by:~~
  - ~~Posting 8 office hours per week as arranged with the AS Board Program Assistant.~~
  - ~~Staffing the AS Board of Directors Office, answering phones and assisting guests.~~
  - ~~Word processing, typing, copying, filing, and distributing materials as directed.~~
  - ~~Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.~~
  - ~~Performing other duties/tasks or projects as assigned by the AS Program Assistant.~~
- ~~Ensure the legacy of this position by:~~
  - ~~Working with supervisor and Personnel Director to revise and update position job description.~~
  - ~~Creating and maintaining a working weekly to-do list and Legacy Document.~~

### **Position Responsibilities**

- ~~Ensure the completion of the administrative duties of the Vice Presidents for Governmental Affairs and Student Life~~ for the AS Green Energy Fee Committee by:
  - ~~Being available to serve AS and Vice Presidents' needs, posting 8 office hours per week as arranged with the AS Board Program Assistant.~~ Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
- ~~Ensure the completion of the administrative duties for the AS Legislative Affairs Council by:~~
  - ~~Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.~~
  - ~~Staying informed about happenings at the state and federal level.~~
  - ~~Assisting with the planning of travel for lobbying efforts.~~
  - ~~Assisting with research projects or other assignments as coordinated with the AS Board Program Assistant.~~



- Ensure the completion of the administrative duties for the AS Student Senate during winter and spring quarter by:
  - Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
  - Assisting with gathering information by surveys or planning forums.
- Ensure the transparency and historical record keeping for the following AS Committees, as needed by:
- Making room reservations, contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files, as deemed necessary by the chair and AS Board Program Assistant, for the following committees:
  - AS Green Energy Fee Committee
  - AS Legislative Affairs Council
  - AS Transportation Advisory Committee

#### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

#### **Reportage**

~~The position reports to the AS Vice President for Governmental Affairs and the AS Vice President for Student Life for assignments, while the AS Board of Directors Program Assistant, while working closely with the chairs of committees served, will act as the supervisor.~~

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised ~~April 23, 2012~~ March 16, 2012.



**Associated Students of Western Washington University**  
**AS Board of Directors**  
**AS Board Assistant for the Fall Info Fair**  
**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 the Fall Information Fair is also responsible for the administrative duties associated with the event. This position provides customer service to the AS, campus, and community participants in the fair throughout the summer, on both days of the event and for two weeks in the fall. Additionally the assistants will be assigned tasks by the AS Board Program Assistant.

**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**

Position begins on the Monday before Summer classes begin and ends no later than 2 weeks after the beginning of fall quarter. This position works an between 15-19 hours per week in June, July, August and October as well as between 15-30 hours per week during September. Each month there will be a cap on hours: June = 25, July= 65, Aug = 65, Sept =85, October = 25.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates during fall quarter 2012.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position. Note: must *not* be an AS Employee who is required to attend fall training.

**Preferred Qualifications**

- Basic clerical and office skills.
- Proficiency in word processing, spreadsheets, and mail merge.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Ability to work collaboratively towards a common goal.
- Time management and organizational skills.
- Ability to work in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Experience with activity or event execution.

**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, as assigned by the AS Personnel Office and departmental staff development events.
  - Being knowledgeable of the AS organization and its general operations.

### **AS Board Office Responsibilities**

- Ensure the success of the AS Board Office by:
  - Posting 15 office hours per week as arranged with the AS Board Program Assistant.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Providing office coverage for the AS Board Program Assistant while on lunch or vacation.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing other tasks and projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

### **Position Responsibilities**

- Ensure the continued success of the AS Fall Information Fair by:
  - Attending management team meetings to obtain tasks and assignments
  - Coordinating volunteers on event days.
  - Being the on-site contact person the day of the event, work hours will be from at least 7 am -5 p.m. on September 24<sup>th</sup> and 25<sup>th</sup> (with a one hour lunch break).
  - Advertising with the Western Front, AS Review, social networking sites and posters.
  - Communicating with departments, club representatives, businesses and not-for-profit organizations by telephone, email, social networking sites, and in person about their involvement with the AS Info Fair.
  - Maintaining a notebook containing all information gathered from Info Fair participants and all expenses incurred. Maintaining an excel spreadsheet of all participants and their requests
  - Word processing, typing, copying, filing and distributing materials as directed.
  - Updating the Info Fair Procedures Book, mailing lists and working with the supervisor to update job description before vacating the position.
  - Conducting a survey of all participants before vacating the position.

### **Wage**

This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

### **Reportage**

This position reports directly to the AS Board Program Assistant.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised April 23, 2012.



**Associated Students of Western Washington University**  
**AS Board of Directors**  
**AS Board Assistant for the Fall Information Fair Coordinator**  
**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 the Fall Information Fair is also responsible for the administrative duties associated with the event. This position provides customer service to the AS, campus, and community participants in the fair throughout the summer, on both days of the event and for two weeks in the fall. Additionally the assistants will be assigned tasks by the AS Board Program Assistant.  
The AS Fall Information Fair Coordinator is responsible for organizing and implementing the AS Red Square Fall Information Fair.

**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**

Position begins on the first day of Monday before Summer Quarter classes begin and ends no later than 2 weeks after the beginning of fall quarter. This position works an average of between 12-15-19 hours per week during in June, and July, August and October as well as and between 15-15-309 hours per week during August and September. Each month there will be a cap on hours: June = 25, July= 65, Aug = 65, Sept =85, October = 25.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10-6 credits for undergraduates and 8-4 credits for graduates during fall quarter 2012.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position. Note: must *not* be an AS Employee who is required to attend fall training.

**Preferred Qualifications**

- Basic clerical and office skills.
- Proficiency in word processing, spreadsheets, and mail merge.
- Pleasant telephone manner.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Ability to work collaboratively towards a common goal.
- Time management and organizational skills.
- Ability to work with a minimum of supervision in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Experience with organizing and facilitating activities activity or event execution.



## **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, as assigned by the AS Personnel Office and departmental staff development events.
  - Being knowledgeable of the AS organization and its general operations.
- Maintain the culture and integrity of the Associated Students organization by:
  - Adhering to all AS Policies and By laws.
  - Upholding all AS responsibilities outlined in the AS Employment Policy.
  - Attending all AS staff development events.
- Ensure the continuity of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

## **AS Board Office Responsibilities**

- Ensure the success of the AS Board Office by:
  - Posting 15 office hours per week as arranged with the AS Board Program Assistant.
  - Staffing the AS Board of Directors Office, answering phones and assisting guests.
  - Providing office coverage for the AS Board Program Assistant while on lunch or vacation, may involve minimally assisting AS Board Members.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing other duties tasks and projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document.

## **Position Responsibilities**

- Ensure the continued success of the AS Fall Information Fair by:
  - Attending management team meetings to obtain tasks and assignments
  - Coordinating event assignments, volunteers and on-site management on event days.
  - Being the on-site contact person the day of the event, work hours will be from at least 7 am -5 p.m. on September 24<sup>th</sup> and 25<sup>th</sup> (with a one hour lunch break).
  - Advertising with the Western Front, AS Review, social networking sites and posters.
  - Communicating with departments, club representatives, businesses and not-for-profit organizations by telephone, email, social networking sites, and in person about their involvement with the AS Info Fair.
  - Maintaining a notebook containing all information gathered from Info Fair participants and all expenses incurred.
  - Coordinating all financial aspects of the Info Fair. Maintaining an excel spreadsheet of all participants and their requests
  - Word processing, typing, copying, filing and distributing materials as directed.

- Updating the Info Fair Procedures Book, mailing lists and ~~this working with the~~ supervisor to update job description before vacating the position.
- Conducting a survey of all participants before vacating the position.

**Wage**

This position will receive a Level ~~III~~ wage, which is set for this position at \$~~9.259.35~~ per hour.

**Reportage**

This position reports directly to the AS Board Program Assistant.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised ~~April 23, 2012~~ March 20, 2012.