

CURRENT Asst. Director JD (as passed this year)

I left revisions on so you could see what changed this year

PETERS

Doc. 5

5/9/12



## Associated Students of Western Washington University

Personnel Office

Assistant Director I

### About the Position

The Personnel Assistant Director is responsible for assisting the ~~Executive Director of Personnel~~ Director with tasks. Additionally, the Assistant Director is charged with implementing different programs for the AS and the campus, including AS staff Development Events.

### Position Classification

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, conflict resolution, program planning and communicating with Western's student body. These positions operate under the management and direction of the AS Board of Directors.

### About the Department

The Associated Students Personnel Office provides services and resources for AS programs, employees and clubs and which helps facilitate the day-to-day operations of the Associated Students. The Personnel Office is responsible for the hiring process of all AS positions (approx. 250 employees), the placement of work study students, organizing employee recognition, and the programming of quarterly staff development.

### Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 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 intersession, winter break or spring break.

### AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 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

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.



- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.

### AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and 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.

### Personnel Office Responsibilities

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - Attending all Personnel Office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all Personnel Office staff.
  - Plan short- and long-term goals for the Personnel Office.
  - Providing support for office co-workers.
  - Maintaining regular communication with Personnel Office staff outside of meetings.
  - Evaluating and seeking feedback on services provided by the Personnel Office.
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Managing search committees of AS employees.
  - Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.
- Foster working relationships with other AS and campus offices by:
  - Sending regular e-mails to AS staff members.
  - Working with university Human Resources, Student Employment, and the Equal Opportunity Office.

Note the addition of this section as well

- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door and appropriate file cabinets locked when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view in the office.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.

### Position Responsibilities

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting an average of 15 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
  - Assisting students and providing information about the AS, hiring procedures, and employment paperwork.
- Ensure the functionality of the Personnel Office by:
  - Developing a strong working knowledge of the Associated Students organization and its structure.
  - ~~Assisting student employees with payroll forms.~~
  - Attending Personnel Committee meetings as scheduled.
  - Attending AS Board of Directors or Management Council meetings in place of the Personnel Director, as needed.
  - Attending Personnel Office Staff meetings weekly.
  - Assisting the Personnel Director with any aspect of the Personnel Office and assuming their responsibilities, as needed.
  - Assisting with the organization and implementation of AS hiring.
  - Performing other duties as needed.
- Ensure the high quality of learning experiences for all Associated Students employees by:
  - ~~Orchestrating quarterly evaluations of salaried and hourly employees.~~
  - Serving as a resource to program supervisors who wish to provide specific trainings for their staff.
  - Planning and implementing a minimum of two Staff Development events as instructed by the Personnel Director.
  - Planning and implementing the New Hire Staff Development night after the completion of Spring Hiring.
- Publicize available Associated Students employment opportunities throughout the academic year by:
  - Publicizing jobs during the Info Fair, in collaboration with the Fall Info Fair Coordinator.
  - Organizing the AS Job Fair prior to AS hiring.
  - Keeping a running list of open positions in the Personnel Office.
  - Updating the AS website and Student Employment website with available positions.
  - Working with the Publicity Center.

### Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Asst. Dir 5357.35



## Reportage

This position reports directly to the Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer. Revised May 8, 2012.

Newly Proposed Position  
(A second Asst. Director)



**Associated Students of Western Washington University**  
Personnel Office  
Assistant Director **II**

### About the Position

The Personnel Assistant Director is responsible for assisting the Executive Director of Personnel Director with tasks. Additionally, the Assistant Director is charged with implementing different programs for the AS and the campus, including AS employee recognition activities.

### Position Classification

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, conflict resolution, program planning and communicating with Western's student body. These positions operate under the management and direction of the AS Board of Directors.

### About the Department

The Associated Students Personnel Office provides services and resources for AS programs, employees and clubs and which helps facilitate the day-to-day operations of the Associated Students. The Personnel Office is responsible for the hiring process of all AS positions (approx. 250 employees), the placement of work study students, organizing employee recognition, and the programming of quarterly staff development.

### Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 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 intersession, winter break or spring break.

### AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 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

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.



- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.

### AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and 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.

### Personnel Office Responsibilities

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - Attending all Personnel Office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all Personnel Office staff.
  - Plan short- and long-term goals for the Personnel Office.
  - Providing support for office co-workers.
  - Maintaining regular communication with Personnel Office staff outside of meetings.
  - Evaluating and seeking feedback on services provided by the Personnel Office.
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Managing search committees of AS employees.
  - Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.
- Foster working relationships with other AS and campus offices by:
  - Sending regular e-mails to AS staff members.
  - Working with university Human Resources, Student Employment, and the Equal Opportunity Office.

Note the addition of this section as well

- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door and appropriate file cabinets locked when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view in the office.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.

### Position Responsibilities

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting an average of 15 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
  - Assisting students and providing information about the AS, hiring procedures, and employment paperwork.
- Ensure the functionality of the Personnel Office by:
  - Developing a strong working knowledge of the Associated Students organization and its structure.
  - ~~Assisting student employees with payroll forms.~~
  - Attending Personnel Committee meetings as scheduled.
  - Attending AS Board of Directors or Management Council meetings in place of the Personnel Director, as needed.
  - Attending Personnel Office Staff meetings weekly.
  - Assisting the Personnel Director with any aspect of the Personnel Office and assuming their responsibilities, as needed.
  - Assisting with the organization and implementation of AS hiring.
  - Performing other duties as needed.
- Ensure the high quality of learning experiences for all Associated Students employees by:
  - ~~Orchestrating quarterly evaluations of salaried and hourly employees.~~
  - Serving as a resource to program supervisors who wish to provide specific trainings for their staff.
  - Planning and implementing a minimum of two Staff Development events as instructed by the Personnel Director.
  - Planning and implementing the New Hire Staff Development night after the completion of Spring Hiring.
- Publicize available Associated Students employment opportunities throughout the academic year by:
  - Publicizing jobs during the Info Fair, in collaboration with the Fall Info Fair Coordinator.
  - Organizing the AS Job Fair prior to AS hiring.
  - Keeping a running list of open positions in the Personnel Office.
  - Updating the AS website and Student Employment website with available positions.
  - Working with the Publicity Center.

### Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Asst. Dir \$5357.35

Increased from 10.72  
9.25/hr @ 15 hrs/week (34 hr) x 35 weeks + 30 fall training

Grand Total  
\$5,133.75  
\$4,162.50

Difference  
\$223.60  
\$1,194.85



## Reportage

This position reports directly to the Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer. Revised May 8, 2012.





Currently proposed (hourly)  
Personnel coordinator JD

**Associated Students of Western Washington University**  
AS Personnel Office  
AS Personnel Coordinator

### About the Position

The Personnel Coordinator works as a twofold position. The first aspect is that the position is required to serve as the office assistant by offering clerical support for the Personnel Director and Assistant Director, as well as the organization as a whole. This position is also charged with coordinating all AS-wide recognition activities.

### Position Classification

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### About the Department

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, the placement of work-study positions, and organizing AS-wide employee recognition and Staff Development. The current office is charged with assessing the needs of the organization concerning day-to-day activities and supporting AS employees whenever possible.

### Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 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 intersession, winter break or spring break. Add additional term stipulations here.

### 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 typing, filing, and general clerical skills.



- Ability to communicate effectively as well as follow directions.
- Work well with people.
- Basic interest in student concerns.
- Work flexible hours, some evening work may be requested.
- Experience with personal computers, specifically Excel and Word.
- Self-motivated to seek out information regarding personnel, structural and procedural questions.
- Knowledge of and sensitivity to confidentiality issues.

### **AS Employment Responsibilities**

- Serve the 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: 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.

### **Personnel Office Responsibilities**

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office by:
  - Attending all Personnel Office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all Personnel Office staff.
  - Plan short- and long-term goals for the Personnel Office.
  - Providing support for office co-workers.
  - Maintaining regular communication with Personnel Office staff outside of meetings.
  - Evaluating and seeking feedback on services provided by the Personnel Office.
- Ensure that AS hiring processes are effectively implemented by:
  - Planning and implementing fall, mid-year, and spring hiring.
  - Collecting contact information and data on prospective and past applicants.
  - Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
  - Managing search committees of AS employees.
  - Facilitating new hires' paperwork including the Student Employment Information Form, I9, W4, AS Code of Conduct, and Network Access form, in addition to the criminal conviction form if the employee will handle cash.



- Foster working relationships with other AS and campus offices by:
  - Sending regular e-mails to AS staff members.
  - Working with university Human Resources, Student Employment, and the Equal Opportunity Office.
- Ensure that employment issues related to persons remain confidential by:
  - Keeping the Personnel Office door locked and appropriate file cabinets secured when the office is unattended.
  - Keeping documents with personal information, especially social security numbers, secured from public view.
  - Only discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.

### **Position Responsibilities**

- Provide support to both Associated Students employees and students-at-large by:
  - Devoting an average of 10 to 12 hours per week to AS business.
  - Establishing and maintaining 10 office hours per week.
  - Assisting students and providing information about the AS, hiring procedures, and employment paperwork.
  - Distributing, collecting, and tracking quarterly evaluations of AS employees as designated by the Personnel Director
- Foster an inclusive environment of high energy and appreciation throughout the Associated Students by:
  - Organizing an ongoing employee recognition program
  - Organizing and facilitating quarterly Staff Appreciation weeks.
  - Organizing and facilitating a monthly Student Employee of the Month program.
  - Organizing the AS Banquet at the end of the school year for all AS salaried, hourly and work-study employees.
  - Organizing the Professional Staff Appreciation wWeek.
- Ensure the functionality and efficiency of the Personnel Office by:
  - Developing a strong working knowledge of the Associated Students organization and its structure.
  - Providing clerical support for the Personnel Director and the Personnel Assistant Director.
  - Maintaining Personnel Office files and records.
  - Assisting the Personnel Director in typing and distribution of documents.
  - Assisting student employees with payroll forms.
  - Attending Personnel Office staff meetings weekly.
  - Performing other duties as necessary.
- Offer sSupport to the Executive Director of Personnel Director and the Personnel Assistant Director by:
  - Assisting with AS-wide events including Staff Development, Job Fair and New Hire Night.
  - Assisting with the coordination and implementation of AS hiring.

### **Salary**

This position will receive approximately \$3,657.97 per position term, which is about \$192.50 per 2-week pay period.

#### Reportage

This position reports directly to Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised Feb. 16, 2012

***Note: As this is a Coordinator position, we are recommending it be changed from an hourly to a salaried classification. This position has historically attended all AS staff development events and is otherwise treated as a salaried employee but isn't paid like one.***