



An equal opportunity university

Phone (360) 650-6113

Associated Students  
516 High Street  
Bellingham, WA 98225-9049

## Local Liaison Program Support Staff 2

Reports To:	Representation and Engagement Programs Associate State Director	Reimbursement Rate: 60%
State Job Classification Code:	390 - Other Professional, Paraprofessional, and Technical	
Position Requirements:	Must be eligible for WWU student employment. Additional qualifications listed below.	
Wage:	Student employee wage classification 2, beginning at \$9.04 per hour. Actual wage depends on qualifications and experience.	
Period of Employment:	Begins Fall quarter; Ends Spring quarter	
Work Schedule:	10-15 hours per week; flexible around class schedule	

### Description of Duties

#### AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - o 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,
  - o Attending AS staff development events as assigned,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.

#### About the Position

The Community Liaison serves to better promote relations between the Associated Students and the City of Bellingham, Whatcom County Government, Campus Community Coalition, the Mayor's Neighborhood Advisory Commission, and other bodies of importance to students on the local level. The Community Liaison must act in the best interest of and represent the Associated Students Board of Directors on set issues, and will report to the AS Board of Directors through the AS Vice President for Governmental Affairs regarding all local policy activities. The AS Community Liaison reports to the REP Associate Director for all work within the REP.

#### About the Department

The Associated Students Representative & Engagement Programs exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels. The REP works to promote effective citizenship and civic engagement through services, programs, and collaboration.

## Position Responsibilities

- Keep the Associated Students updated on all local issues relevant to students by:
  - o Obtaining and reviewing of all agendas of the City Council, County Council, WTA Board of Directors, Mayor's Neighborhood Advisory Commission, Campus Community Coalition, and all other relevant local bodies,
  - o Assist the AS Vice President for Governmental Affairs by attending the meetings of City Council, Mayor's Neighborhood Advisory Commission, and the Campus Community Coalition.
  - o Serving as the Alternate Representative for the Mayor's Neighborhood Advisory Commission.
  - o Sending biweekly reports to the AS Vice President for Governmental Affairs on all local issues.
- Work towards local policy favorable to students by:
  - o Actively establishing working relationships with local civic leaders,
  - o Giving oral and written testimony to the appropriate local body with approval of the AS Vice President for Governmental Affairs,
  - o Partnering with complimentary University offices, employees, and faculty, as necessary, to advocate outcomes on the local level in the best interest of students,
  - o Consulting with the AS Vice President for Governmental Affairs before representing the ASWWU on any local policy issue of concern to students,
  - o Partnering with, as necessary, AS offices, employees, and committees involved in work with a local policy dimension.
- Encourage local civic engagement by students by:
  - o Publishing reports on local policy issues.
  - o Taking an auxiliary role to any voter registration campaign undertaken by the Representation and Engagement Program and chartered organizations to promote voting in local elections.
  - o Working with the Legislative and Voter Education Assistant in the creation of a calendar promoting the political engagement of students.
- Provide managerial and administrative support to the Representation and Engagement Programs as necessary by:
  - o Assisting with REP events and special programs as requested,
  - o Assisting the Elections Coordinator and Senate Chair as necessary,
  - o Performing other tasks as needed or assigned.

## Educational and Other Benefits of Employment

- Establish contact and relationships with civic leaders
- Develop knowledge of local political process
- Learn how to compose reports on local policy issues
- Gain applied experience in public speaking

### **Minimum Qualifications**

Maintain a minimum credit load throughout term of position of 8 credits for undergraduates and 6 credits for graduates

- Maintain a minimum of a 2.00 cumulative grade point average
- Ability to complete the entire term of the position
- Must possess a valid work study award

### **Preferred Qualifications**

- Background and/or interest in civic and local issues
- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities

### **Application Process:**

All Associated Students hiring is done through the AS Personnel Office web-site (<http://as.wvu.edu/personnel/>) or the Student Employment web-site (<http://www.finaid.wvu.edu/studentjobs/>)

Please submit your application, resume, and cover letter detailing your qualifications. **Incomplete applications will not be considered.**

***The Associated Students is an Equal Opportunity Employer***  
*Job Descriptions are subject to change in accordance with the AS Employment Policy*