



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 15-14 hours per week (some weeks will require more than others so the range can be 10-19 hours). Each quarter there will be a cap on hours: fall = 20-220, winter = 16-60, spring = 11-180.

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:

- 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 all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events,
- o Being knowledgeable of the AS organization and its general operations,
- o 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:
 - o Posting 8 office hours per week as arranged with the AS Board Program Assistant,
 - o Word processing, typing, copying, filing, and distributing materials as directed,
 - o Staffing the AS Board of Directors Office, answering phones and assisting guests,
 - o Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students,
 - o Performing tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o 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:
 - o 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,
 - o Attending the Agenda planning meeting for Activities Council,
 - o 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:
 - o 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:
 - o 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.



Associated Students of Western Washington University

AS Board of Directors

Board Assistant for Internal 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 14 hours per week (some weeks will require more than others so the range can be 10-19 hours). Hd-hours-per-weekr Each quarter there will be a cap on hours: fall = 205220, winter = 150445, spring = 445180.

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.~~
- Knowledge of word processing, specifically templates and hack changes.
- 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.
- Experience working with confidential materials.
- 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:

- 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 all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events,
- o Being knowledgeable of the AS organization and its general operations,
- o 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:
 - o Posting 8 office hours per week as arranged with the AS Board Program Assistant,
 - o Word processing, typing, copying, filing, and distributing materials as directed,
 - o Staffing the AS Board of Directors Office, answering phones and assisting guests,
 - o Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students,
 - o Performing other tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o 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:
 - o 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.
 - o Making adjustments to AS Job Descriptions using templates and track changes.
 - o 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:
 - o 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)~~
 - AS Facilities and Services Committee
- Ensure the transparency and historical record keeping for the following AS Committees, as necessary by:
 - o 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.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised May 2, 2021



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 14 hours per week (some weeks will require more than others so the range can be 10-19 hours!). 454aeurs-perweek. Each quarter there will be a cap on hours: fall = 205220, winter = 46515.0, spring = 405180.

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.
- Knowledge of sustainability issues.
- 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:

- 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 all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events,
- o Being knowledgeable of the AS organization and its general operations,
- o 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:
 - o Posting 8 office hours per week as arranged with the AS Board Program Assistant,
 - o Staffing the AS Board of Directors Office, answering phones and assisting guests,
 - o Word processing, typing, copying, filing, and distributing materials as directed,
 - o Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students,
 - o Performing tasks or projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o 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:
 - o 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:
 - o 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,
 - o 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:~~
 - ~~o 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.~~
 - ~~o Assisting with gathering information by surveys or planning forums.~~
 - ~~o Senate is suspended for the 13-14 academic year: this position will be used for special projects as needed due to the removal of this task.~~
- « Ensure transparency and historical record keeping for the following AS Committees, as needed by:
 - o 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 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



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 summery and on both days of the event. In fall quarter the position works to close out the Info Fair, conduct a survey and leave a detailed legacy document -and-fer-twe 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 = 25-15 hours. July= 55-75 hours. Aug = 55-75 hours, Sept =85-120 hours, October = 25-40 hours.]

AS Employment Qualifications

- In spring and fall quarters. M-maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates-duri:flg4all-quaitet²-201-2-T (summer classes are not required).
- 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 all of AS fall training.

Preferred Qualifications

- Basic eClerical and office skills.
- Proficiency in word processing, complex spreadsheets, and mail merge.
- Pleasant and professional telephone, email and face to face manners.
- Ability to work with diverse groups of people.
- Excellent spelling and grammar skills.
- Ability to work collaboratively towards a common goal.
- Excellent Ttime management and organizational skills.
- Ability to work in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.

- Experience with large scale activity or event execution.
- Ability to balance excessive demands under stressful circumstances ('mostly during the event).
- Ability to handle complaints in a professional manner.
- Excellent customer service skills.

AS Employment Responsibilities

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

AS Board Office Responsibilities

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

Position Responsibilities

- Ensure the continued success of the AS Fall Information Fair by:
 - o Attending Info Fair Mmanagement Tteam meetings to obtain tasks and assignments
 - o Coordinating volunteer recruitment, scheduling and taskss-on event days,
 - o 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 24th and 25th (with a one hour lunch break),
 - o Advertising with the Western Front, AS Review, social networking sites and posters,
 - o 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,
 - o 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
 - o Word processing, typing, copying, filing and distributing materials as directed,
 - o Updating the Info Fair Procedures Book, mailing lists and working with the supervisor to update job description before vacating the position.
 - o Conducting a survey of all participants and compiling results before vacating the position.

o Being in constant communication with the Program Assistant about all aspects of the event.

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