



## "Summer Hours for Club Coordinator"

**Proposed Motions:** Approve the Club Coordinator Job Description with an additional 30 hours in the summer with the stipulation that availability for 30 summer hours not be inquired after or used as a determining factor for this position during the 2013 hiring process."

**Sponsor:** Vice President for Activities

**Persons of Contact:** VP for Activities, Casey Hayden, Club Coordinator

**Date:** April 2013

### **Rationale**

- 1) getting trained up enough to be a resource and leader for other Club Hub staff and club students from Day 1 of fall quarter, and to be an effective OrgSync Admin
- 2) actually acting as an OrgSync Admin to help process some club renewal requests
- 3) executing event planning and promotion tasks for AS Club Kickoff and Red Square Info Fair.

### **1) Training Component (7 -12 hours):**

- Spend 5 - 8 hours with Student Activities Advisor to receive training on the OrgSync system (functionality and Admin responsibilities)
- Spend 2-4 hours meeting with AS VP for Activities and Stud. Act. Advisor to learn about recent history of the Club Activities Office and strategic directions underway. This includes training on the proper workflow between the Club Coordinator, the VP, the Asst. Business Director, and the Club Support Specialists. It would be beneficial to have this clarified before AS Training and the hourly workers begin their term so the Club Coordinator can be a voice of clarity for the other employees rather than no one but the Stud. Act. Advisor having the clear vision of the structure and workflow.

### **2) Serving as OrgSync Admin (2 -5 hours)**

- Assist the Stud. Act. Advisor with the processing of Club Renewal Requests through OrgSync

### **3) Event Planning Component (15 - 20 hours)**

- Reserve date and location for Club Kickoff (this is the mandatory all-club training and orientation event usually in the first week of October)
- Work with Stud. Act. Advisor to create event budget (the Club Coordinator is now the Budget Authority for this account, and in the past the Advisor has had to commit funds to certain event elements without the student B.A. being present)
- Work with Stud. Act. Advisor to determine content of the Kickoff, what sessions are essential and which ones might be quality enhancements, and begin identifying presenters for these sessions. (Note: This year, with the Club Coordinator coming in at the AS Training start date, Kickoff had been nearly 100% solidified and he still needed so much training that Kickoff was a training event for him too. The intent would be for the Club Coordinator to be prepared to be an authoritative resource to the clubs right from the time of their introduction).
- Begin the printed program/schedule for Kickoff which includes session descriptions, locations, and agenda for the event as well as staff bio information.
- Do some advance planning of annual Club Activities Office events to go ahead and reserve the space and set dates that can be promoted at Kickoff to all the clubs (this would be a new enhancement that we haven't done before).
- Complete an ASERT (AS Event Request) Form and Publicity Request Form, both to practically help plan and promote the Kickoff, but also as a first-hand training experience.
- Meet with VU Event Services to communicate event logistical and equipment needs.



**Associated Students of Western Washington University**  
**AS Club Activities Office**  
**AS Club Coordinator**

### **About the Position**

The AS Club Coordinator works closely with the Student Activities Advisor and Vice President for Activities to run, promote, and improve the AS Club Activities Office. The AS Club Coordinator serves as a member of the AS Activities Council and Chair of the Inter-Club Council. The AS Club Coordinator also serves as an information and event planning resource for clubs and maintains regular communication and club information updates through OrgSync, the AS' organizational management software.

### **Position Classification**

Coordinators provide programming for the AS 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 Club Activities Office exists to provide a framework for the development of student activities in which student initiative and responsibility may find expression. The AS Club Coordinator exists to provide support and resources to the AS Club Activities Office.

### **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. The position requires 30 hours of work to be done over the summer for the planning and implementation of fall quarter's initial events, primarily AS Club Kickoff. These hours are to be completed within the three weeks immediately prior to AS fall training, in coordination with Student Activities Advisor.

### **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**

- Organizational and time management skills.
- \*—Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.

- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Past experience as a member or leader in one or more AS Clubs.
- Past event planning experience.

### 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 including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o 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,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

### AS Club Activities Office Responsibilities

- Maintain adequate departmental communication and functioning of the office by:
  - o Attending weekly Club Hub check-in meetings to address both strategic planning for the office as well as upcoming Activities Council agenda items.
  - o Staffing a table at Red Square Info Fair to represent the AS Club Activities Office.
  - o Attending weekly Activities Council meetings, usually 1.5-2 hours on Monday evenings.
  - o Attending weekly Club Hub core staff meetings with the Club Support Specialists and Student Activities Advisor
  - o ~~Attending and lead as Chair bi-weekly Inter-Club Council meetings~~
  - o ~~Serving as Budget Authority over AS Club Activities Office budget (FXXACT).~~
  - o ~~Performing other duties as assigned by the Student Activities Advisor and AS Vice President for Activities.~~

### Position Responsibilities

- Support the creation and development of new clubs by:
  - o ~~Processing new club recognition request documentation.~~
  - o Conducting New Club Orientation sessions for all new clubs, which involves familiarizing them with resources available, important policies, and the tools and features of OrgSync, the AS organizational management platform.
- Assure administrative functions of the AS Club Activities Center by:
  - o Attending bi-weekly one-on-one meetings with AS Board Vice President for Activities.
  - o Attending weekly one-on-on meetings with Student Activities Advisor.
  - o Attending weekly Activities Council meetings, usually 1.5-2 hours on Monday evenings.

o Serving as Budget Authority over AS Club Activities Office budget (FXXACT)

o Serving as Budget Authority over AS Club Leadership Development fund [PENDING

TRANSFER AND OFFICIAL NAME CHANGE OF THIS BUDGET1

o Performing other duties as assigned by the Student Activities Advisor and AS Vice

President for Activities

• Ensure that OrgSync meets the needs of clubs by:

o Processing club recognition renewals.

o Acting as an administrator over the necessary AS Club-focused areas of the software,

o Accepting or rejecting events from inclusion on the all-club event calendar,

o Encouraging student adoption of OrgSync through promotional outreach,

o Create and disseminate important information updates and news to all club leaders and members using OrgSync's communication tools,

o Training club leaders and members to use the OrgSync system fully,

o Messaging out OrgSync "Tip of the Week" and club spotlights.

• Support AS Clubs in fulfilling their mission statements by:

o Devoting an average of 15 hours per week to AS Business, including 10 posted office hours.

o Assisting and training in room reservations, publicity requests, and other AS resources,

o Acting as a resource for fundraising and event planning,

o Serving as a voting member of AS Activities Council.

~~o Chairing the AS Inter Club Council and recruiting club members to serve on it.~~

o Maintaining and updating AS Club Hub resource files, event archives, calendar, and bulletin boards, in addition to keeping workspace and club storage areas neat and orderly.

o Assisting clubs in promotion and outreach efforts.

o Planning and implementing the fall quarter AS Club Kickoff, which is the primary training and orientation event mandatory for all clubs at the beginning of the year,

~~e—~~Developing club workshops.

• Enhance the visibility of AS Clubs and their ability to communicate with the campus community

by:

o Facilitating co-sponsorships between clubs and other areas of the AS and campus,

o Planning and implementing the AS Campus Activities Showcase in conjunction with the Student Activities Advisor,

o Updating the AS Communications Office on club activities.

~~o Serving as co chair of the Project Leadership Planning Committee. Staffing a table at Red Square Info Fair to represent the AS Club Activities Office.~~

o Facilitating club usage of the Publicity Center's promotional services.

o Coordinating the AS Club End-of-the-Year Awards event.

**Salary**

This position will receive 5,463.79 per position term (about \$287.57 twice per month).

**Reportage**

This position reports directly to the Student Activities Advisor.

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

The Associated Students is an Equal Opportunity Employer.

Revised on