



Associated Students of Western Washington University
Representation and Engagement Program
Student Senate Reform Staff

About the Position

The Senate Reform Staff is a position which will assist the Director and Assistant Director of Student Activities, the REP Associate Director, and Vice President for Governmental Affairs in determining the effectiveness of a Student Senate body, as well as designing a clear mission, membership, and operational capacity for the AS Student Senate.

About the Department

The REP 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; to promote effective citizenship and civic engagement through services, programs, and collaboration.

Terms of Position

This is a two quarter hourly position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following winter quarter. This position works an average of 10 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 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.
- 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
- Strong group facilitation 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 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.
- 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 Representation and Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:

- o Maintaining a minimum of 3 regular posted office hours per week as arranged with the REP team. Providing unbiased, nonjudgmental, and accurate information and services to students.
- o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
- o Provide voter education and voter registration information.

- Ensure the smooth, effective operations of the Representation and Engagement Programs by:

- o Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
- o Promoting teamwork and collaboration throughout the REP office,
- o Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events,
- o Establishing and maintaining active working relationships with other REP team members.

- Develop and enhance the teamwork, communication, and effectiveness of the REP by:

- o Planning short- and long-term goals for the REP with office staff and the REP Director,
- o Continually receiving feedback from participants of events and services,
- o Maintaining regular communication with REP staff outside of meetings.

- Foster working relationships with related campus and community resources by:

- o Being aware of and participating in REP related events.
- o Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

Position Responsibilities

- Effectively coordinate Student Senate reforms by:

- o Convening meetings of Senate Reform work groups.
- o Consulting and recording meetings with appropriate administrative student and professional staff as well as students-at-large regarding previous Senate operations,
- o Debriefing weekly with the Assistant Director of Student Activities and the REP Associate Director.

- o Meeting with other student leaders, faculty, and staff, across campus to research student concerns.
- o Working to critically review and enhance Senate language in the By-Laws,
- o Reviewing Senate Bylaws, minutes and other documents from previous years,
- o Communicating with pertinent members of the AS Board of Directors on a regular basis,
- o Research other universities Student Senate programs.

Provide an opportunity for student feedback about a reformed Student Senate by:

- o Facilitating an open, public forum once a quarter on Student Senate Reform,
- o Coordinating publicity and promotion for all forums, including working with the AS Review and Western Front to publicize important campus issues when they are being discussed by the Student Senate,
- o Informing the Board of Directors about all forums.
- o Coordinating with parties that are the subject of the forum or affected by the topic to ensure that all positions are represented,
- o Actively reaching out to diverse groups to ensure that a broad spectrum of ideas is represented.

Salary

This position will receive a pay at the Program Support II level which is \$9.19/hour

Reportage

This position reports directly to Representation and Engagement Program Associate Director.

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

The Associated Students is an Equal Opportunity Employer.

Approved by motion .