



Associated Students of Western Washington University

AS Representation & Engagement Programs

AS Voter Education & Registration Student Organizing Coordinator

About the Position

~~The AS Voter Education & Registration Coordinator is responsible for coordinating voter registration efforts during even-numbered (election) years.~~ The AS Voter Education & Student Organizing Coordinator is responsible for coordinating voter registration efforts and subsequent student advocacy efforts. This position is also responsible for educating the campus community about issues regarding the primary and general elections. The desired outcome of this position is to increase outreach of AS Civic Engagement efforts to a more diverse student audience.

Position Classification

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community.

Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department.

About the Department

The AS Representation & Engagement Programs (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 position begins the Monday the first week of summer quarter and ends November 30th. This position is required to attend AS Summer Staff Development. 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. This position holder is given one week of time off over the summer, to be coordinated with the position supervisor.

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.
- Knowledge of or experience with the voter registration process.

AS Employment Responsibilities

- Serve the diverse 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, but not limited to Summer Staff Development
 - 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.

AS Representation & Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
 - Maintaining 10 regular posted office hours per week as arranged with the REP team. Providing unbiased, nonjudgmental, and accurate information and services to students,
 - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
 - Provide voter education and voter registration information
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
 - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
 - Promoting teamwork and collaboration throughout the REP office,
 - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events
 - Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
 - Plan short- and long-term goals for the REP with office staff and the REP Director
 - Continually receiving feedback from participants of events and services
 - Maintaining continual communication with REP staff outside of meetings
- Foster working relationships with related campus and community resources by:
 - Being aware of and participating in REP related events
 - Fostering and enhancing working relationships and communications with Western Votes and other civic engagement organizations on campus

Position Responsibilities

- Register and encourage students to vote for both primary, general, and special elections by:
 - o Assisting the AS REP Associate Director in planning fall quarter voter education and registration events.
 - o Participating in relevant campus events, including but not limited to Transitions, SummerStart, Red Square Info Fair, etc.
 - o Reaching out to the student body by such means as tabling and contacting classes, departments, residence halls, clubs, committee members, and other organizations,
 - o Leveraging other available opportunities to encourage students, faculty, and staff to register to vote.
- Enable Western Votes and AS REP staff to educate and register voters by:
 - o Carrying out the Voter Registration and Get Out The Vote Plan
 - o Assisting the AS REP Associate Director in establishing and maintaining a training system,
 - o Working with the Washington Student Association and Washington Bus to facilitate trainings as needed.
 - o Train, oversee, and schedule hourly voter registration staff.
 - o Coordinate the move-in weekend voter registration drive:
 - Welcome and supervise Western Votes volunteer early arrivals
 - Schedule staff to register students moving into the residence halls
 - Oversee operations of voter registration booths at all residence hall check-ins and the card activation line, as well as any other opportunities identified by the Voter Registration and GOTV Plan
- Ensure that accurate records of students, staff, and faculty registered to vote by:
 - o Keeping a count of number of students registered to vote by day and hour.
 - o Presenting results to stakeholders in the AS Voter Registration and GOTV Plan, including Residence Life, New Student Services and Family Outreach, and the Registrar.
 - o ~~Keeping a count of number of students registered to vote by day and hour.~~
 - o Collecting, sorting, and preparing voter registration forms for mailing or delivery,
 - o Assisting in keeping an electronic record of students registered to vote.
- » Educate the campus community, in a non-partisan manner, about the issues and candidates on the ballot by:
 - o Coordinating with Residence Life to host programs in Residence Halls.
 - o Host at least one campus-wide educational event such as a forum or presentation.
 - o Researching issues and candidates that will be on the ballot,
 - o Creating and distributing voter education materials.
 - o Publicizing the election and reminding the campus of the importance of voting,
 - o Assisting AS REP Staff in planning and implementing election-related events.
- ~~Enhance the organizing efforts directed toward student issues post-election by:~~
 - ~~Assisting in the logistical implementation of student organizing activities and lobby days~~
 - ~~Serving as a liaison between the Associated Students and Western Votes~~
 - ~~Working under the direction of Western Votes and the VP for Governmental Affairs in order to organize any direct action events~~
 - ~~Working with the Washington Student Association to train students (as needed) in organizing skills and resources.~~
 - o Assist the REP Office with any additional tasks, as needed.

Salary

This position will receive approximately \$3,474.15 per position term.

(Comment about salary: 15hrs per week X 23 weeks (June 24-Nov 30) X \$10.07/hr (Asst. Cood hour pay) = \$3,474.15)

Reportage

This position reports directly to AS Representation & Engagement Programs Associate 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 23, 2012 by motion ASB-12-S-46.