

Board,

Here are all the job changes for Program Saturation. They have all been to Personnel Committee and passed. I would like to note that ASP is not here like planned because after speaking with John Von Vokli we agreed that there isn't much to change- they already have minimum and maximums as well as similar language throughout, or as similar as you can get with such different job descriptions.

Most have track changes however, there are no track changes on DOC, SAC, and LIC Coordinator due to the reformatting of the job description in results oriented. The one change I made was on some job descriptions the goal of the event is to reach 250+ people, this use to be per quarter it has now been changed to per year. I printed these before I made the change in the job description. This was changed due to the nature of the office and the reality of an event reaching over 250 people per quarter was. This too was approved by Personnel Committee. Program numbers used to be in position responsibilities, that is no longer, program numbers are now an office responsibility which is constant in all office job descriptions.

As follows are the job titles with the office event numbers per quarter:

AS Disability Outreach Center Coordinator	2-4
AS Legal Information Center Coordinator	2-4
AS Veterans Outreach Center Coordinator	2-4
Social Issues Resource Center Coordinator	3-6
Social Issues Resource Center Assistant Coordinator	3-6
Social Issues Resource Center Outreach Coordinator	3-6
Queer Resource Center Coordinator	3-6
Queer Resource Center Assistant Coordinator	3-6
AS Queer Resource Center Education Coordinator	3-6
AS Sexual Awareness Center Coordinator	3-6
AS Sexual Awareness Center Assistant Coordinator	3-6
AS Women's Center Coordinator	6
AS Women's Center Assistant Coordinator	6
AS Women's Center Assistant Coordinator for Creative Programming	3-6

Vagina Memoirs are not mentioned in any Women's Center job description due to the board still needing to decide if the position continues. It has been made note that if the board **does not** approve the Vagina Memoir Facilitator position we will go back to the WC job description and see how it fits into program saturation.

If the board **passes** the position, the JDs attached will stay the same with no mention of the vagina memoirs besides in the coordinator, being the supervisor. The Vagina Memoirs will not count as a WC event but rather a separate program on its own, that only the position holder and volunteers work on.



Associated Students of Western Washington University

AS Productions

ASP Logistics & Volunteer Coordinator

About the Position

The Logistics & Volunteer Coordinator supervises the two (2) ASP Production Assistants and all student volunteers who wish to be involved with AS Productions. This position is responsible for ensuring proper levels of staffing at all ASP events, for providing the highest quality service and hospitality to artists/speakers, as well as assisting event coordinators with a variety of critical event planning logistics.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

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 00 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. Add additional term stipulations here.

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.
-

AS Employment Responsibilities

- Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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 Productions Responsibilities

- Actively participate as an ASP member by:
 - Attend a weekly ASP Supervisory Team meeting with the ASP Director and the Asst. Director for Marketing & Assessment for the purpose of keeping open communication among the leaders of ASP as well as determining a course for future success and improvements
 - Attend all ASP staff meetings as scheduled by the ASP Director.
 - Attend the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - During ASP staff meetings, facilitate the process of fulfilling event staffing needs by scheduling Production Assistants and/or volunteers as appropriate to upcoming events.

Position Responsibilities

- Fulfill position responsibilities by:

- Facilitate a weekly meeting with the two Production Assistants (and any highly involved volunteers) in order to check-in with supervisees and to learn about any issues or challenges that may have arisen at past events and to offer recommendations for how to troubleshoot future events.
- Devote an average of 15 hours per week to fulfilling the responsibilities of the position
- Maintain a minimum of 10 publicly-posted office hours per week.
- Supervise the two Production Assistants (hourly employees set to staff ASP events for approximately 10 hours per week), ensuring that all of their duties are carried out effectively and with professionalism
- Supervise all student volunteers (non-students as well if any exist) and work-study students, ensuring that all of their duties are carried out effectively and that they are trained well *enough* to follow through on tasks accurately.
- Serve as a resource person and supportive leader to the Production Assistants (PAs) and volunteers by offering guidance and suggestions for how they can improve or troubleshoot, when appropriate.
- During Red Square Info Fair and major ASP events, recruit additional volunteers as well as potential "Street Team" members (volunteers with a more informal connection to the organization who help spread the word-of-mouth buzz about upcoming events).
- Maintain a roster and communication network for the ASP volunteer base
- Submit all necessary paperwork to Human Resources to register students as official university volunteers, including timesheets of their hours worked
- Monitor the timesheets of hourly Production Assistants and provide copies of these (or access to a document online) to the ASP Advisor on a bi-weekly basis.
- Build a strong working relationship with Viking Union Event Services and Reservations Office, gaining the high level of understanding about their operation that is necessary to best serve the ASP as both a liaison and an authority on logistical matters.
- Regularly check-in with the event coordinators of each of the six ASP programming offices to find ways to assist their event planning process by taking on simple logistical tasks and/or those tasks that take considerable staff-hours. Facilitate intra-office communication by ensuring that each ASP employee is using the office environment to indicate when they are available and that there is an effective means of communicating when schedules do not allow for face-to-face communication (e.g. white board, ASP-wide calendar, etc.)
- Assist the ASP Director with intra-office communication tasks as well as logistics that impact or benefit the entire office.
- Attend ASP events regularly (at least two per office per quarter, more if possible), both as a means to check-in with the Production Assistants and as an additional staff person on-hand for event support.
- Provide extensive training in all areas to the incoming Logistics & Volunteer Coordinator during Spring Quarter.
- Perform other duties as needed or assigned by the ASP Director.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to ASP Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University

AS Business Office
AS Business Director

About the Position

The Business Director acts as a liaison between the Associated Students (AS) Board of Directors and the employees of the organization for all problems and concerns dealing with the day-to-day financial operations of the AS. The Business Director also works towards ensuring responsible and ethical use of student funds by serving as the primary operational interpreter of AS financial policies and the intent of budget allocations.

Position Classification

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

About the Department

The AS Business Office is responsible for facilitating the day-to-day financial operations of the AS, approving expenditures, managing program and club accounts, and advising the AS Board of Directors on all financial matters of the organization.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 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. Add additional term stipulations here.

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

- Prior experience with managing volunteers or employees
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Strong interpersonal skills
- Conflict management knowledge or experience
- Basic computer skills including MS Word, Excel, Publisher and Outlook
- Basic knowledge of department and position specific responsibilities

AS Employment Responsibilities

- Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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 Business Office Responsibilities

- Facilitate the day-to-day financial operations of the AS by:

- o Processing funding requests and transfer forms on a timely basis
- o Coordinating with VU Finance Office in AS financial matters
- o Assisting employees and club members in financial process and procedures
- o Serving as an informational resource on AS fiscal policies and procedures
- o Developing and enhancing office processes and procedures on a continual basis
- o Communicating any changes and updates in policies and procedures to AS employees and clubs

Position Responsibilities

- Facilitate the financial activities of the AS Programs and Offices by:

- o Authorizing Expenditure Requests, Transfer of Funds Forms and Petty Cash Vouchers which meet the policy and procedures set forth by the AS Board of Directors, and are consistent with the intent of the AS Budget Allocations
- o Conducting Fall Quarter seminar for training all AS Employee Budget Authorities, plus Budget Authority orientations whenever needed
- o Interpreting and enforcing AS fiscal policies and procedures in the best interest of the student body
- o Updating, revising and publishing the Budget Authority Guide
- o Improving and enhancing office processes and procedures
- o Coordinating and closely working with VU Finance Office on all fiscally related processes and procedures
- o Devoting at least a total of 19 hours per week to AS Business
- o Establishing and maintaining a minimum of 10 office hours per week

- o Maintaining a database of authorized AS Programs Budget Authorities and communicating important information and updates as needed
 - o Updating Business Office webpage regularly with relevant resources and information
 - o Exercising independent judgment in interpreting Associated Students fiscal policies as they apply to expenditures of AS funds
 - o Coordinating all special budgeting processes requested by the AS Board of Directors
 - o Updating and revise all E-sign forms as needed during summer
 - o Performing other duties as assigned
- Contribute to the improvement and enhancement of the overall AS Organization by:
 - o Recommending improvements and/or changes to AS Fiscal Policies to the AS Board of Directors
 - o Being available to AS Organizations, Councils, and the AS Board to assist them with financial matters
 - o Working with AS President and the ASVP of Business and Operations on finance and budgeting issues
 - o Serving as a voting member on the Management Council
 - o Attending and providing a Financial Report at each regular session of the AS Board of Directors meetings as to what major business, regarding the AS, has been conducted by the Business Director
 - o Providing training to the incoming Business Director during Spring Quarter
 - Set the Operational Budget of the AS for the next fiscal year (As a recommendation to the AS Board) by:
 - o Putting together the AS Budget Committee
 - o Serving as the Chairperson to the AS Budget Committee
 - o Managing the annual budgeting process for the following year's activities with the ASVP of Business and Operations
 - o Maintaining and developing the Budget Proposal Systems

Salary

This position will receive a pay grade 1, FTE C which is approximately \$9,740.63 per position term.

Reportage

This position reports directly to ASVP of Business and Operations.

This job description is subject to change in accordance with the AS Employment Policy.
 The Associated Students is an Equal Opportunity Employer.
 Revised February 21, 2013



Associated Students of Western Washington University

AS Productions
Pop Music Coordinator

About the Position

The Pop Music Coordinator is responsible for planning and implementing a series of popular music concerts featuring local, regional, national, and internationally known performers, as well as an annual Pop Music Industry Conference.

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 purpose of AS Productions is to provide a comprehensive program of student activities and events for

Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment. ASP Pop Music is dedicated to WWU students feeling connected to their Western Experience and to the campus and local community by enjoying local, regional, and national musical acts in an all-ages setting. Through exposure to new music, up-and-coming artists, multiple musical genres, as well as highly popular performers, students will refine their personal musical tastes and deepen their appreciation for particular artists as well as live music in general.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin 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. Add additional term stipulations here.

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

AS Employment Responsibilities

- **Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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 Productions Responsibilities

- Actively participate as an ASP team member by:

- o Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
- o Attending weekly or bi-weekly meetings with the ASP Director and Assistant Director for Marketing & Assessment as scheduled to keep them informed about upcoming events and program status as a whole
- o Attend all ASP staff meetings as scheduled by the ASP Director
- o Attend the ASP Fall Departmental Training prior to the start of Fall Quarter
- o During fall training, talk with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Music & Entertainment to determine the most effective means

for collaborating and ensure that each individual fully understands the others' responsibilities.

- o Devote an average of 15 hours per week to fulfilling the responsibilities of the position
- o Maintain a minimum of 5 publicly-posted office hours per week

Position Responsibilities

- Fulfill event requirements by:

- o Be responsible for booking and overall coordination of two (2) large-scale concerts per year (one in fall quarter and one in Spring Quarter) each with a target attendance of 900 - 1500
- o Be responsible for booking and overall coordination of four to six (4 - 6) other concerts throughout the year each with a target audience of 400 - 800.
- o Booking acts that include a variety of local, regional, and nationally known acts

- Fulfill event planning, booking, and event execution procedures by:

- o Plan, book and make all necessary arrangements for concerts, including contract negotiation with agents and/or artists
- o Process all expenditure requests necessary for the event.
- o In conjunction with ASP Marketing Coordinator - Music & Entertainment, ensure that effective and creative promotional strategies are developed and implemented.
- o In conjunction with ASP Logistics & Volunteer Coordinator, oversee day-of-show arrangements and troubleshoot any emergencies that arise, involving the ASP Director and/or Advisor when appropriate.
- o Outline a projected budget for each event and complete necessary proposals for review by the ASP Director and ASP Advisor before making any offers.
- o Complete event proposal forms as assigned by the ASP Director
- o Complete an evaluation of every event to be turned in to ASP Director no later than two weeks after each event.
- o With guidance from the Asst. Director for Marketing & Assessment, integrate various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc.
- o Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
- o Be present to work all Pop Music events.
- o Be responsible for allocation, expenditure and monitoring of Pop Music budget with the co-signing of ASP Director.

- Be responsible for booking and overall coordination of the annual Pop Music Industry Conference

by:

- o Constructing panels, speakers, workshops, networking sessions, and artist showcases, focused on educating current students and local artists who have aspirations to become industry professionals, helping give them the tools to be successful in the popular music industry.

• Be a resource by:

- Be available to serve as a resource to student programmers from other areas of campus (such as Residence Life and AS Clubs) who would benefit from the concert booking and event planning expertise of the Pop Music office.
- Develop and maintain resources on performers, agencies, and other industry contacts
- Provide training to the incoming Pop Music Coordinator during Spring Quarter, including any day-of-show experience that can be provided at remaining events during spring quarter, as well as the booking experience that will be started for the upcoming large scale fall event.

• Perform Summer Job Requirements by

- Ensure that the booking and event coordination is completed for the fall quarter large-scale concert in time for the event to be effectively promoted and executed in a smooth and timely manner.
- Prepare fall line-up of events. Work with the ASP Director, Asst. Director, and Advisor during the summer to process paperwork and ensure that things are proceeding smoothly,
- Assist in the execution of the Summer Noon Concert Series, as a means to gain additional training and experience.
- Collaborate with ASP Director and Asst. Director for Marketing & Assessment to implement AS programming and outreach during Summer Start and Transitions,
- Meet weekly with the ASP Advisor, ASP Director, and Asst. Director for Marketing & Assessment,
- In conjunction with the Asst. Director for Marketing & Assessment, ensure that the promotions for the fall concert line-up and any office-wide promotional campaigns are completed and ready for timely distribution.
- Work to maintain existing, and establish new, positive working relationships with agencies and other industry professionals. 8.
- Submit reservations for the large-scale spring quarter concert and the Pop Music Industry Conference.
- Perform other duties as needed or assigned by the ASP Director

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to ASP Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University

AS Productions

ASP Special Events Coordinator

About the Position

The Special Events Coordinator is responsible for planning, promoting, and implementing specialty events for the campus designed to bring people together for the purpose of entertainment and community building. ASP Special Events provides large events designed to bring people together for entertainment and community-building. Events include comedy, spoken word, lectures, cultural music, theater, and various novelty events that meet the entertainment needs of Western students.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Productions is to provide a comprehensive program of student activities and events for

Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

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. Add additional term stipulations here.

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.
- Basic knowledge of department and position specific responsibilities.

AS Employment Responsibilities

- **Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.**
- **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 Productions Responsibilities

- **Actively participate as an ASP team member by:**
 - o Attend weekly or bi-weekly meetings with the ASP Director and Assistant Director for Marketing & Assessment as scheduled to keep them informed about upcoming events and program status as a whole..
 - o Attend all ASP staff meetings as scheduled by the ASP Director.
 - o Attend the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - o During fall training, talk with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Music & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities
 - o Devote an average of 15 hours per week to fulfilling the responsibilities of the position
 - o Maintain a minimum of 5 publicly-posted office hours per week.

Manage the Special Events budget by:

- o Be responsible for allocation, expenditure and monitoring of Special Events budget, as well as the separate Late Night Events budget, with the co-signing of ASP Director,
- o Outline a projected budget for each quarter and complete necessary proposals for review by the ASP Director and ASP Advisor before booking performers.

Position Responsibilities

• Perform duties of the position by:

- o Complete event proposal forms as assigned by the ASP Director
- o Complete an event evaluation for each event to be turned in to the Director no more than 2 weeks after each event.
- o With guidance from the Asst. Director for Marketing & Assessment, integrate various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc.
- o During the summer, prepare fall line-up of events. Work with the ASP Director, Asst. Director, and Advisor during the summer to process paperwork and ensure that things are proceeding smoothly and that publicity will be ready for Fall Quarter events.
- o Plan two large-scale Late Night Events throughout the year, scaled for an attendance of approximately 2000 students, with one those being held at the beginning of fall quarter in the Viking Union usually on the Friday after classes start.
- o Coordinate the production of three to four (3-4) events per quarter scaled for attendance by at least 200 people.
- o Outlining a projected budget for each event and reviewing it with ASP Director before any firm offers are made.
- o Selection of performers and contract negotiations with agents and/or performers.
- o Arrangements for room reservations,
 - o Submit all expenditure requests necessary for the event.
 - o In conjunction with ASP Marketing Coordinator - Music & Entertainment, ensure that effective and creative promotional strategies are developed and implemented,
 - o In conjunction with ASP Logistics & Volunteer Coordinator, oversee day-of-show arrangements and troubleshoot any emergencies that arise, involving the ASP Director and/or Advisor when appropriate,
 - o Develop and maintain resources on performers, agencies, and other industry contacts. Work all events planned by ASP Special Events,
 - o Work in cooperation with other ASP offices to avoid planning events that conflict with one another. Provide training to the incoming ASP Special Events Coordinator during spring quarter.
 - o Perform other duties as needed or assigned by the ASP Director.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to ASP Director.

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

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Revised Month 00, 2000.



Associated Students of Western Washington University

AS Productions

Assistant Director for Marketing & Assessment

About the Position

The Assistant Director for Marketing & Assessment supervises the two (2) ASP Marketing Coordinators and is responsible for the overall effectiveness of event promotion as well as guiding ASP's programming through the gathering of quality assessment data.

Position Classification

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning and communicating with Western's student body. These positions operate under the management direction of the AS Board of Directors

About the Department

The purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 or 17 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. Add additional term stipulations here:

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

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills.
- Conflict management knowledge or experience.

- Basic computer skills including word, excel, publisher and outlook.

AS Employment Responsibilities

- Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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 Productions Responsibilities

- Be an active AS Productions Team Member by:
 - o Actively participate as an ASP team member.
 - o Attend weekly or bi-weekly meetings with the ASP Director and each of the six event coordinators, as scheduled, to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment.
 - o Attend a weekly ASP Supervisory Team meeting with the ASP Director and the Logistics & Volunteer Coordinator for the purpose of keeping open communication among the leaders of ASP as well as determining a course for future success and improvements.
 - o Attend all ASP staff meetings as scheduled by the ASP Director.
 - o Attend the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - o Attend ASP events regularly (at least one per office per quarter, more if possible).
 - o Perform other duties as needed or assigned by the ASP Director.

Position Responsibilities

- Supervise and support the Marketing Team by:
 - o Facilitate a weekly meeting for the ASP Marketing Staff in order to check-in with supervisees and to plan and implement new and creative methods of promotion and assessment.
 - o Supervise the Marketing Coordinator - Arts & Dialogue and the Marketing Coordinator - Music & Entertainment, ensuring that all of their duties are carried out effectively and with professionalism.

- o Serve as a resource person and supportive leader to both the Marketing Coordinators and the Event Coordinators by offering guidance and suggestions on both promotions and event conceptualization, when appropriate.
- Create allies for AS Productions by:
 - o Build a strong working relationship with the AS Publicity Center (PC) and especially the Graphic Design Coordinator and PC Manager, gaining the high level of understanding about the PC operation that is necessary to best serve the ASP as both a liaison and an authority on promotional matters,
 - o In consultation with the entire ASP office, develop any ASP-wide promotional or branding items that may be created (e.g. ASP brochure, quarterly event calendars, ASP kiosk, ASP website, etc.).
 - o Work with the AS Webmaster and Web Designer on any issues related to ASP.
- Monitor program quality by:
 - o Prior to the start of fall classes, develop an assessment plan for each ASP office, including the assessment goals for the current year and possible means for achieving them,
 - o Compile quarterly reports on ASP-wide event attendance (utilization data),
 - o Maintain a system for archiving the year's events and successes or delegate this task appropriately
 - o Serve as a resource and guide to any ASP office participating in the AS Triennial Assessment Program (TAP). Also, check-in with any ASP office that has already completed the TAP process to gauge progress toward the program objectives, strategic goals, and student experience outcomes,
 - o Work with the ASP offices and Director as well as any necessary offices or departments outside of ASP to continually improve data-gathering and assessment efforts, and the technologies that enhance these efforts,
 - o Maintain a system for archiving the year's events and successes or delegate this task appropriately.
- Ensure successors are well trained by:
 - o Provide extensive training in all areas to the incoming Asst. Director for Marketing & Assessment during Spring Quarter.
 - o
- Perform Summer Responsibilities by:
 - o Work side-by-side with the ASP Director to fulfill all summer responsibilities while also doing sufficient planning for the upcoming academic year's programming and staff development.
 - o Collaborate with other Summer AS Staff to implement AS Programming and Outreach during SummerStart and Transitions,
 - o Become familiar with office procedures, programs, and budgets, etc. of the AS.
 - o Meet regularly (at least bi-weekly) with the ASP Advisor.
 - o In conjunction with the Publicity Center, develop promotional campaigns to gain visibility for ASP from the start of fall quarter,
 - o Plan activities (give-aways, games, etc) for the ASP to gain visibility and garner student support during Fall Info Fair,
 - o Ensure that ASP has event publicity ready for the Info Fair,
 - o Organize and prepare the office for the upcoming year.
 - o Ensure that the promotions for the fall ASP Poster Sale in the VU Gallery will be effective.

- o Along with the ASP Director and Advisor, plan fall ASP training,
- o Evaluate previous assessment efforts in ASP and make enhancements to the tools and structures of data-gathering and evaluation,
- o Develop an initial beginning-of-the-year assessment survey for each office (or one for all offices) to implement during the beginning of fall quarter,
- o Work with ASP Advisor to gain a proficient knowledge of assessment techniques,
- o Communicate with event coordinators doing their 30-hour summer work in order to support their publicity needs.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to Position Supervisor.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University

AS Productions

ASP Viking Union Gallery Director

About the Position

The Viking Union Gallery Coordinator is responsible for the planning and presentation of gallery exhibitions in the Viking Union Gallery. ASP VU Gallery is a student-created exhibition space in Viking Union 507. Its primary focus is to contribute to the artistic culture of Western through exhibiting the works of students and the works of local, regional and national artists who are producing art relevant and of interest to students.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Productions is to provide a comprehensive program of student activities and events for

Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

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. Add additional term stipulations here.

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
- Basic knowledge of department and position specific responsibilities

AS Employment Responsibilities

Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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 Productions Responsibilities

Be an active ASP member by:

- O Actively participate as an ASP team member.
- O Attend weekly or bi-weekly meetings with the ASP Director and Assistant Director for Marketing & Assessment as scheduled to keep them Informed about upcoming events and program status as a whole
- O Attend all ASP staff meetings as scheduled by the ASP Director. Attend the ASP Fall Departmental Training prior to the start of Fall Quarter. During fall training, talk with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Arts & Dialogue to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities.

Position Responsibilities

- Fulfill position responsibilities by:

- Devote an average of 15 hours per week to fulfilling the responsibilities of the position.
- Maintain a minimum of 5 publicly-posted office hours per week.
- Be responsible for allocation, expenditure and monitoring of the VU Gallery budget with the co-signing of ASP Director. Complete event proposal forms as assigned by the ASP Director. Complete an event evaluation form for each gallery exhibit and return to director within two weeks following the end of each exhibit.
- With guidance from the Asst. Director for Marketing & Assessment, integrate various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc.
- Outline a projected budget for each quarter and complete necessary proposals for review by the ASP Director before arranging exhibitions. Responsible for the selection and preparation of exhibits.
- Be primarily responsible for the programming and presentation of three (3) exhibitions per quarter. This includes- Plan, book, and make other arrangements for each exhibit (i.e. call for works, development of prospectus, exhibition agreements, insurance forms, etc.).
- Oversee hospitality for gallery receptions in cooperation with the Logistics & Volunteer Coordinator and University Dining Services.
- Arrange for the shipment, delivery, hanging and return of art exhibits.
- In conjunction with ASP Marketing Coordinator-Arts & Dialogue, ensure that effective and creative promotional strategies are developed and implemented.
- In conjunction with ASP Logistics & Volunteer Coordinator, oversee day-of-show arrangements and troubleshoot any emergencies that arise, involving the ASP Director and/or Advisor when appropriate.
- Maintain the condition of the gallery and the gallery storeroom
- Attend all gallery events.
- Update gallery access list for security and maintain contact with the Art Department. Maintain and update resource files with artists and other industry contacts. Completing this task,
- Receive art handling training (as needed) from the Western Gallery and then provide art handling training to Gallery Attendants as needed.
- Provide training to the incoming ASP VU Gallery Coordinator during Spring Quarter
- Perform other duties as needed or assigned by the ASP Director.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to ASP Director.



Associated Students of Western Washington University

AS Productions

Marketing Coordinator - Music & Entertainment

About the Position

The Marketing Coordinator - Arts & Dialogue works very closely with the coordinators of ASP Films, VU Gallery, and ASP Special Events to promote the events of those offices and to develop new and creative ways to market these ASP offices to the student body.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

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. Add additional term stipulations here.

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.

AS Employment Responsibilities

- Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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 Productions Responsibilities

- Be an AS Productions Team Member by:
 - o Actively participate as an ASP team member.
 - o Attend weekly or bi-weekly meetings with the Assistant Director for Marketing & Assessment and the Marketing Coordinator - Music & Entertainment as scheduled to stay Informed about upcoming events and to strategize methods for effective and creative promotion and assessment.
 - o Attend all ASP staff meetings as scheduled by the ASP Director.
 - o Attend the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - o Perform other duties as needed or assigned by the Asst. Director for Marketing & Assessment or the ASP Director.

Position Responsibilities

- Prepare for Fall Quarter by:
 - o During fall training, talk with the Coordinators of ASP Films, ASP Gallery, and ASP Special Events to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities.
 - o Early in fall quarter, develop a marketing and promotion plan for each of the 2 offices, updating it quarterly or as necessary.
- Fulfill the time commitments for this position by:
 - o Devote an average of 15 hours per week to fulfilling the responsibilities of the position.
 - o Maintain a minimum of 5 publicly-posted office hours per week.
- Build relationships with other sources by:

- o Develop a strong working relationship with the AS Publicity Center (PC) in order to be an effective liaison between ASP and the PC.
- o Serve as the primary coordinator of all event promotions related to the "Music & Entertainment" area, including but not limited to:
 - Submitting requests for publicity to the AS Publicity Center
 - Working with KUGS 89.3 FM to produce promotional spots and Public Service Announcements
 - Securing table tent and mailbox stuffer reservations when needed
 - Placing ads with various media outlets (e.g. What's Up!, Western Front, facebook, etc)
 - Coordinating the effective use of sandwich boards and social media sites
- Communicate and collaborate with students and staff by:
 - o Assist each of the 2 event coordinators with maintaining an effective web and social media presence by sending out messages, keeping online info very up-to-date, and gaining an ever-growing number of online followers,
 - o Collaborate with event coordinators and the Asst. Director for Marketing & Assessment to implement assessment strategies and develop incentives for participation,
 - o In collaboration with event coordinators, develop promotional material and items that serve to promote each office in general, and in a way that is in-line with effective branding strategies.
 - o Collaborate with event coordinators and the Asst. Director for Marketing & Assessment to implement assessment strategies and develop incentives for participation,
 - o Stay in near-constant communication with each of the three event coordinators in the "Arts & Dialogue" area in order to stay informed on the most recent promotional needs of each office and to provide valuable updates on the status of the promotional efforts of upcoming events.
 - o Work with the Asst. Director for Marketing & Assessment and the Marketing Coordinator - Music and Entertainment to find creative new ways to generate interest in ASP events among the student body.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to Position Supervisor.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University

AS Productions
ASP Director

About the Position

The ASP Director is responsible for the overall operations of AS Productions including training, supervising, and evaluating ASP staff, facilitating office communication, maintaining liaison relationships with other offices in the AS and Viking Union, and generally ensuring that programming is of high quality and meeting the needs of students at WWU.

Position Classification

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

About the Department

The purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 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. Add additional term stipulations here.

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

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.

- Strong interpersonal skills.
- Conflict management knowledge or experience.
- Basic computer skills including Word, Excel, Publisher and Outlook.
- Basic knowledge of department and position specific responsibilities.
-

AS Employment Responsibilities

Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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.

Position Responsibilities

Fulfill position responsibilities by:

- Devote an average of 19 hours per week to fulfilling the responsibilities of the position.
- Maintain a minimum of 5 publicly-posted office hours per week.
- Serve as Administrative Budget Authority for ASP program areas. Responsible for monitoring all ASP budgets to ensure programming commitments do not exceed budget resources. Serve as budget authority for the ASP Administration budget, and co-sign on expenditure requests, offers, and contracts for ASP program areas.
- Meet with ASP advisor as needed to discuss personnel and programming questions and concerns.
- Act as spokesperson for AS Productions and be available for speaking engagements to represent AS Productions
- Attend weekly Activities Council meetings as an ASP representative or determine a designee to fill this role, and serve on other AS committees as approved by AS Board (e.g. Management Council).
- Meet at least bi-weekly with ASP Advisor to keep him/her updated on personnel issues, upcoming events, strategic vision, staff development plans, etc., as well as to seek guidance with these areas.

- Act as a liaison between ASP staff, other AS offices, Viking Union offices, and the external community through the maintenance of personal contact, e-mail, campus mail and phone calls.
- Facilitate weekly or bi-weekly meetings with the ASP Asst. Director for Marketing & Assessment and each of the six event coordinators, as scheduled, to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment.
- Serve as a resource person and supportive leader to both the Marketing Coordinators and the Event Coordinators by offering guidance and suggestions on both promotions and event conceptualization, when appropriate.
- Serve as a resource and guide to any ASP office participating in the AS Triennial Assessment Program (TAP). Also, check-in with any ASP office that has already completed the TAP process to gauge progress toward the program objectives, strategic goals, and student experience outcomes.
- Approve co-sponsorship agreements and event proposal forms as necessary.
- Provide extensive training in all areas to the incoming ASP Director during Spring Quarter.
- Supervise and support ASP staff by:
 - Supervise all personnel in AS Productions, ensuring that all staff are completing their position responsibilities in a satisfactory manner and that the quality of ASP programming is as high as possible.
 - Facilitate a weekly ASP Supervisory Team meeting with the ASP Asst. Director for Marketing & Assessment and the Logistics & Volunteer Coordinator for the purpose of keeping open communication among the leaders of ASP as well as determining a course for future success and improvements.
 - Schedule and lead all ASP-wide staff meetings
 - Provide training to all ASP staff on effective event planning, budget management, and AS policies and procedures, with assistance from the ASP Advisor.
 - Attend ASP events regularly (at least one per office per quarter, more if possible).
- Perform Summer responsibilities by:
 - Ensure that all ASP events are being successfully planned for fall quarter and all staff questions are answered.
 - Act as point of contact between performers and programmers
 - Act as point of contact between programmers and support positions (Publicity Center, Finance Office, AS Business Office, Reservations Office, etc.).
 - Communicate with ASP staff members to keep them apprised of upcoming events, training, and provide other important information throughout the summer break.
 - Expedite paperwork, i.e. contracts, expenditure requests, correspondence, space request forms, publicity request forms, etc. Work side-by-side with the Asst. Director for Marketing & Assessment to fulfill all summer responsibilities while also doing sufficient planning for the upcoming academic year's programming and staff development

- O Collaborate with other Summer AS Staff to Implement AS programming and outreach during Summer Start and Transitions. 8. Become familiar with office procedures, programs, and budgets, etc. of the AS.
- O Meet regularly (at least bi-weekly) with the ASP Advisor.
- O Ensure that coordinators' summer work hours are being fulfilled
- O Develop and implement communication and administrative systems for the office.
- o Maintain effective communication with all office staff for a smooth transition between Summer and Fall quarters.
- o Organize and prepare the office for the upcoming year.
- o Plan at least one poster sale to take place early in fall quarter to supplement the administrative budget for conference and office expenses.
- o In conjunction with the Asst. Director for Marketing & Assessment, ensure that the promotions for the fall ASP Poster Sale in the VU Gallery will be effective.
- o Along with the Asst. Director for Marketing & Assessment and Advisor, plan fall ASP training
- o Review, revise and update the ASP Staff Manual, to be completed by the time of the ASP retreat.
- o Work with ASP Advisor to gain a proficient knowledge of assessment techniques.
- o Perform other duties as needed or assigned.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to AS Vice President of Business and Operations.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University

Business Office

Assistant Business Director

About the Position

The Assistant Business Director is hired to assist directors with their responsibilities and help with the day-to-day operation of the Associated Students (AS). The Assistant Business Director assists in interpreting the AS financial policies, procedures, budgeting and primarily provides support to AS Clubs. Assistant Directors are to take on tasks and work with limited supervision.

Position Classification

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning and communicating with Western's student body. These positions operate under the management direction of the AS Board of Directors.

About the Department

The AS Business Office provides services and resources for the AS programs, employees, and clubs which help facilitate the day-to-day operations of the AS. The AS Business Office exists to facilitate the day-to-day financial operation of the AS.

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.

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

- Prior experience with managing volunteers or employees
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills

- Conflict management knowledge or experience
- Basic computer skills including word, excel, publisher and outlook.
- Basic knowledge of department and position specific responsibilities.

AS Employment Responsibilities

- **Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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.

Position Responsibilities

- **Serve as a financial information resource for clubs** by:
 - o Be available to Clubs to assist them with financial matters,
 - o Establish and maintain a minimum of 10 office hours per week,
 - o Conduct Fall Quarter seminar for training all Club Budget Authorities plus as needed Budget Authority orientations,
 - o Work in conjunction with the AS Business Director in interpreting Associated Students fiscal policies as they apply to expenditures of A.S. funds,
 - o Assist clubs with A.S. Activities Council funding request development.
- **Ensure smooth financial operation of Club Activities** by:
 - o Coordinate and work closely with the Viking Union Finance Office on fiscally related procedures and processes for AS recognized clubs,
 - o Assist in preparing club carryforward process before each fiscal year,
 - o Authorize Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms, for all AS recognized clubs which meet the policy and procedural rules of the AS Board of Directors.
 - o Maintain a database of authorized club Budget Authorities and communicate important information and updates as needed
 - o Be responsible for overseeing allocations and repayment of Activities Council,
 - o Provide training to the incoming Assistant Business Director during spring quarter.
- **Provide Insight on financial matters to clubs** by:
 - o Devote at least a total of 15 hours per week to AS business.

- Serve as a Vice Chair member of the A.S. Activities Council and provide current budget information.
- Serve as a non-voting member of the A.S. ESC Steering Committee and become knowledgeable on the spending habits of the committee for ESC large scale events
- Work collaboratively with the ESC advisor to assist clubs with ESC Steering Committee funding proposals
- Perform other duties as assigned.

Salary

This position will receive a pay grade C, FTE 0.55 which is approximately \$5,747 per position term.

Reportage

This position reports directly to AS Business Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised February 01, 2013



Associated Students of Western Washington University

AS Productions

Underground Coffeehouse Programming Coordinator

About the Position

The Underground Coffeehouse Programming sponsors free weekly concerts featuring students, local and regional performers, weekly open mics to give Western students and local community musicians the opportunity to share their talents, weekly trivia nights to allow students to engage actively and meet others in their campus community, and weekly club sponsored events to provide a venue for clubs to outreach to the community and gain more active participation in their events. The Underground Coffeehouse provides free comprehensive and accessible programming Monday through Thursday in the Viking Union Underground Coffeehouse VU 350.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a three quarter position. This position begins 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 planning and prep work to be done over the summer for the planning and scheduling of fall quarter's preliminary events. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings.

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
- Basic knowledge of department and position specific responsibilities.
- Knowledge of local and regional music scene.
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AS Employment Responsibilities

- Enhance the culture and integrity of the Associated Students organization by:
 - Adhering to all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including pre-fall orientation.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as suggested by the AS Personnel Director.
- Ensure the continuity of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
 - Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

Position Responsibilities

- Enhance teamwork and cooperation within AS Productions by:
 - Completing this task.
 - Attending weekly or bi-weekly meetings with the ASP Director and Assistant Director for Marketing & Assessment as scheduled to keep them informed about upcoming events and program status as a whole.
 - Attending all ASP staff meetings as scheduled by the ASP Director. Attend the ASP Fall Departmental Training prior to the start of Fall Quarter. During fall training, talk with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Music & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities.

- o Completing this task,
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- o Completing this task.
- Ensure the proper and responsible use of student funds by:
 - o Being responsible for allocation, expenditure, and monitoring of UGCH budget with co-signing of ASP director,
 - o Maintaining an Expenditure Request and Contract tracking system to record budget allocations and agreements,
 - o Completing monthly or quarterly event proposal documentation as assigned by the ASP Director.
 - o Completing an evaluation of every event to be turned in to ASP Assistant Director of Marketing and Assessment after each week of programming and performances,
 - o Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc. with guidance from the Assistant Director for Marketing and Assessment,
 - o Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director and ASP Adviser before booking performers,
 - o Developing and maintaining resources on performers, agencies, and other industry contacts.
 - o Devoting an average of 15 hours per week to fulfilling the responsibilities of the position
 - o Maintaining a minimum of 5 publicly-posted office hours per week
- Provide comprehensive and accessible programming in the Underground Coffeehouse by:
 - o Being responsible for planning one open mic night taking place from 7pm to 10pm each Tuesday night during the quarter, staffed by a well-trained ASP Production Assistant or Volunteer.
 - o Being responsible for planning one coffeehouse style music event per week, taking place each Wednesday night during the quarter,
 - o Collaborating with the AS Club Coordinator to develop a schedule for club hosted and run events to take place on Thursday nights,
 - o Periodically conducting surveys of students and ASP co-workers for ideas as to which acts, genres, and special events would work best in the Coffeehouse,
 - o Negotiating contracts with agents and/or artists.
 - o Arranging for space reservations, set-up, technical, and other performance needs,
 - o Processing necessary expenditure requests and contracts.
 - o Working closely with Event Services Staff to ensure they are informed about upcoming events.
 - o Overseeing day-of-program arrangements and troubleshoot any emergencies that arise, involving the ASP Director and ASP Advisor when appropriate in conjunction with ASP Logistics and Volunteer Coordinator,,
 - o Ensuring that effective and creative promotional strategies are developed and implemented In conjunction with ASP Marketing Coordinator-Music and Entertainment,
 - o Attending all Underground Coffeehouse concerts and events or designating someone to attend in their place. This includes: Oversight of sign-ups at 6:30pm and emcee for Trivia Night and Open Night for the duration of the event.

- o On Concert Nights: Making arrangements to meet artists before the event to facilitate load-in, set-up, and sound check and remaining in the coffeehouse for the duration of the concert.
 - o During the summer, preparing fall line-up of events working with the ASP Director, Assistant Director of Marketing and Assessment, and Advisor during the summer to process paperwork and ensure that things are proceeding smoothly,
 - o Collaborating with Special Events Coordinator on Late Night events when requested.
 - o Completing this task.
 - o Performing other duties as needed or assigned by the ASP Director.
- Build and maintain a successful working relationship with the Viking Union Underground

Coffeehouse by:

- o Working closely with University Dining Services Staff to ensure they are informed about upcoming events.
- o Ensuring the sound level of the events must be in accordance with Viking Union sound level restrictions for the space (currently set at 85 decibels), which generally excludes drum kits unless brushes are used in place of drumsticks,
- o Reviewing "Underground Coffeehouse Guidelines" document for additional details.
- o Completing this task,
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- o Completing this task,
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- o Completing this task,
- o Completing this task.

Salary

This position will receive a pay grade X, FTE .77 which is approximately \$0,000 per position term.

Reportage

This position reports directly to the ASP Director.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised February 27, 2013.



Associated Students of Western Washington University

AS Productions

Marketing Coordinator - Music & Entertainment

About the Position

The Marketing Coordinator - Music & Entertainment works very closely with the coordinators of ASP Pop Music, Underground Coffeehouse Concert Series, and ASP Special Events to promote the events of those offices and to develop new and creative ways to market these ASP offices to the student body.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

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. Add additional term stipulations here.

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.

AS Employment Responsibilities

- Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - 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 Productions Responsibilities

- Be an AS Productions Team Member by:
 - Actively participate as an ASP team member.
 - Attend weekly or bi-weekly meetings with the Assistant Director for Marketing & Assessment and the Marketing Coordinator - Arts & Dialogue as scheduled to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment.
 - Attend all ASP staff meetings as scheduled by the ASP Director.
 - Attend the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - Perform other duties as needed or assigned by the Asst. Director for Marketing & Assessment or the ASP Director.

Position Responsibilities

- Prepare for Fall Quarter by:
 - During fall training, talk with the Coordinators of ASP Pop Music, Underground Coffeehouse Concert Series, and ASP Special Events to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities.
 - Early in fall quarter, develop a marketing and promotion plan for each of the 2 offices, updating it quarterly or as necessary.
- Fulfill the time commitments for this position by:

- o Devote an average of 15 hours per week to fulfilling the responsibilities of the position,
- o Maintain a minimum of 5 publicly-posted office hours per week.
- Build relationships with other sources by:
 - o Develop a strong working relationship with the AS Publicity Center (PC) in order to be an effective liaison between ASP and the PC.
 - o Serve as the primary coordinator of all event promotions related to the "Music & Entertainment" area, including but not limited to: · Submitting requests for publicity to the AS Publicity Center · Working with KUGS 89.3 FM to produce promotional spots and Public Service Announcements · Securing table tent and mailbox stuffer reservations when needed · Placing ads with various media outlets (e.g. What's Up!, Western Front, facebook, etc) · Coordinating the effective use of sandwich boards and social media sites
- Communicate and collaborate with students and staff by:
 - o Assist each of the 2 event coordinators with maintaining an effective web and social media presence by sending out messages, keeping online info very up-to-date, and gaining an ever-growing number of online followers,
 - o Collaborate with event coordinators and the Asst. Director for Marketing & Assessment to implement assessment strategies and develop incentives for participation,
 - o In collaboration with event coordinators, develop promotional material and items that serve to promote each office in general, and in a way that is in-line with effective branding strategies.
 - o Collaborate with event coordinators and the Asst. Director for Marketing & Assessment to implement assessment strategies and develop incentives for participation,
 - o Stay in near-constant communication with each of the two event coordinators in the "Music & Entertainment" area in order to stay informed on the most recent promotional needs of each office and to provide valuable updates on the status of the promotional efforts of upcoming events,
 - o Work with the Asst. Director for Marketing & Assessment and the Marketing Coordinator - Arts & Dialogue to find creative new ways to generate interest in ASP events among the student body.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to Position Supervisor.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University
Board of Directors
Assessment Associate Director

About the Position

The Assessment Manager is responsible for ensuring the successful implementation, management, and assessment of the Tactical Assessment Program (TAP). The Assessment Manager works closely with the AS Vice President for Business & Operations to develop and present reports, to the AS Board of Directors, regarding office and program improvement.

Position Classification

Associate Directors are responsible for coordinating the activities of different programs in a small to midsize department to ensure quality programming and efficient use of student resources. Specific duties include but are not limited to establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, conflict resolution, and program planning. These positions operate under the management and direction of the AS Board of Directors.

About the Department

The Associated Students 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.

The Tactical Assessment Program (TAP) is a structured, transparent, and consistent assessment process which assesses and evaluates AS Programs on a rotating quadrennial cycle. The TAP utilizes office data to present reports, to the AS Board of Directors, regarding assessment findings and recommendations for program improvement. The TAP is conducted by the AS Structure & Program Advisory Committee (SPAC).

Terms of Position

This is a four quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Additionally, this position requires 40 hours of planning and preparation work to be done over the summer for the planning and scheduling of fall quarter's Tactical Assessment Program. This position works an average of 19 hours per week during fall and winter quarters and 5 hours per week during spring quarter. The position holder may work more some weeks and less other weeks depending on TAP'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.
- Must have continually possessed a valid driver's license over the past 24 months.

Preferred Qualifications

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Strong interpersonal skills.

- Basic knowledge of department and position specific responsibilities.
- Experience and/or knowledge of assessment processes and practices

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 all AS staff development events including pre-fall orientation,
 - 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.

Position Responsibilities

- Ensure that the Tactical Assessment Program is effectively implemented by:
 - o Devoting a total of 19 hours per week during fall and winter quarters and 5 hours per week during spring quarter to AS Business,
 - o Posting and maintaining a minimum of 5 office hours per week during fall and winter quarters and 2 during spring quarter,
 - o Becoming familiar with AS structure, policies, and procedures, especially those pertinent to TAP.
 - o Serving as Chair for the Structure & Program Advisory Committee (SPAC)
 - o Being knowledgeable of information regarding offices undergoing TAP, including but not limited to: statements of purpose and programmatic outcomes, services and events, structure and history, funding levels and use, position purposes and job descriptions,
 - o Communicating the requirements of TAP to programs under assessment,
 - o Assisting programs and offices in following the TAP requirements and guidelines,
 - o Making recommendations to the AS Board of Directors regarding improvements in the TAP process.
- Ensure that the Structure and Program Advisory Committee is effectively managed and ran by:
 - o Supervising and coordinating assessment teams consisting of members of SPAC.
 - o Developing and implementing assessment trainings for members of SPAC and its subcommittees,
 - o Maintaining objectivity and neutrality in conducting assessments.
 - o Assessing reportage concerns, position relevance, hiring processes, transition tactics, program standards, the creation of new programs, the alteration or elimination of existing programs, institutional structure, and long-term goals for issues not directly related to TAP.
- Improve the services and activities of AS Programs assessed through TAP by:
 - o Making recommendations to the AS Board of Directors regarding programmatic improvement,
 - o Eliminating financial waste, misuse of funds, and unnecessary duplications within the AS.
 - o Working with previously assessed offices to ensure previously approved TAP directives are successfully implemented
 - o Working with offices to gather data and prepare information in preparation for TAP.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports to the AS Board of Directors through the Vice President for Business & Operations.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised February 27, 2013.



Associated Students of Western Washington University

AS Environmental & Sustainability Programs

AS Alternative Transportation Coordinator

About the Position

The Alternative Transportation Coordinator works to increase the use of the services provided by the Alternative Transportation Fee. In addition the position works to increase the use of all forms of alternative transportation. The position is also responsible for assessing the use of the services provided by the Alternative Transportation Fee.

Position Classification

Coordinators provide programming for the Associated Students (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 purpose of AS Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 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. Add additional term stipulations here.

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.
- Basic knowledge of department and position specific responsibilities.
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AS Employment Responsibilities

- Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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.

Position Responsibilities

- Educate the campus community about local and regional alternative transportation options by:
 - o Working with EcoREPs and residence hall staff to present programs that help students learn how to use the sustainable transportation options available on campus and throughout Bellingham and Whatcom County. Each hall should have at least one program per year, (not including the WTA tour). New students should be the focus of these programs.
 - o Developing promotional materials for new students and parents that encourage a car-free experience at Western.
 - o Assisting in updating information and improving resources available on the student transportation website.
 - o Assisting students with trip planning, as well as updating and creating new trip planning guides.
 - o Assisting with campus coordination of Whatcom Transportation Authority (WTA) bus tours at the beginning of the year.
- Promote the services provided by the Alternative Transportation Fee by:
 - o Setting up and staffing a table at Summerstart, Transitions, the Red Square Info Fair, Western Preview, ESP's annual Earth Day Festival and other events throughout the academic year.

- o Assisting staff in planning and executing bus pass encoding; coordinating, training, and supervising student employees during bus pass distribution,
- o Working with WWU administration, the Western Card Office, WTA, and AS Board of Directors, to review the bus pass encoding process and make improvements for the following year.
 - o Developing and implementing a media campaign to increase student awareness of alternative transportation programs, options, and resources available for their use.
- Monitor and work to improve the operations of the Student Transportation Program and campus transportation as a whole by:
 - o Monitoring ongoing data collection and calculation of the use of both the Western Student Shuttle and the WTA student bus pass,
 - o Assisting office staff to coordinate and implement both quarterly/annual ridership summaries and regular boarding and alighting surveys,
 - o Riding the Western Student Shuttle on a weekly basis.
 - o Examining possibilities of expanding or altering the Western Student Shuttle service in order to serve the most students possible and provide an effective, efficient, and easy to use late-night transit system,
 - o Working to establish near seamless transitions between WTA services and the Western Student Shuttle operations,
 - o Investigating multi-institutional partnerships in order to expand the Western Student Shuttle's available ridership base.
- Develop and maintain working relationships with community groups and outside agencies by:
 - o Assisting the Associated Students and the university in communicating with local transit providers to improve regional transportation connectivity, especially to the Seattle area and on weekends.
 - o Coordinating with the Campus Community Coalition, the Community Transportation Advisory Group (CTAG), and other community transportation groups to advocate for students' transportation interests and to promote the use of the Western Student Shuttle as a transportation option to all late night events on campus and at local destinations.
- Enhance communication between the Associated Students and the Student Transportation Office by:
 - o Assisting the Vice Presidents for Student Life and Governmental Affairs in making a yearly report to the AS Board of Directors on the status of the Alternative Transportation Fee.
 - o Sitting as a member of the Associated Students Transportation Fee Committee,
 - o Sitting as a member of the Associated Students Transportation Advisory Committee (ASTAC).
 - o Providing regular program updates to the AS Environmental and Sustainability Programs Associate Director.
 - o Maintaining at least three of the ten office hours in the Environmental Center
 - o Attending at least one Environmental and Sustainability event per quarter
 - o Program at least one event per year such as an annual Transportation Week

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to the WWU Sustainable Transportation Manager and works with Sustainable Transportation office staff. The position holder must also make regular reports to the Associate Student Vice-Presidents of both Student Life and Legislative and Governmental Affairs. The position also makes regular reports to the Associated Students Transportation Advisory Committee (ASTAC). Additionally, ASTAC assists in determining the broad goals and objectives of the Western Student Transportation (WST) program..

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

The Associated Students is an Equal Opportunity Employer.

Revised May 15, 2012



Associated Students of Western Washington University

AS Publicity Center

AS Review Assistant Editor

About the Position

The AS Review serves as a hub of information about Associated Students (AS) events, and as a source for AS - related news and other issues of student concern. The AS Review is comprised of a news section, which seeks to provide timely coverage of issues that are relevant to Western students; a calendar highlighting upcoming events on and off campus; articles both reviewing and previewing these events; and an editorials and opinions section featuring AS club and students submissions, as well as staff editorials.

Position Classification

Assistant Coordinators provide programming support to the AS 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 maintain and update programming resources for the department. Specific training or experience is not normally required.

About the Department

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.

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. Add additional term stipulations here.

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.
- Basic knowledge of department and position specific responsibilities.
- Working knowledge of AP style.
- Experience using Adobe InDesign.
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AS Employment Responsibilities

- **Serve the 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: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- 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.

Publicity Center Responsibilities

- **Provide support to Publicity Center by:**
 - o Maintaining a minimum of 15 office hours per week coordinated with the AS Review Editor in Chief and the Publicity Center Coordinator,
 - o Attending periodic Publicity Center staff meetings,
 - o Assisting with clients at front desk when needed,
 - o Completing other duties as assigned.

Position Responsibilities

- **Ensure the timely production of the paper by:**
 - o Maintaining posted office hours.
 - o Assisting in the layout and production of the paper on "production days" (sometimes requires late nights).
 - o Proofreading and editing of all stories submitted for AP style, content, and grammar.

- o Assisting the AS Review Editor in Chief with staff story assignments and maintaining communication with staff,
- o Writing stories as directed.
- o Posting all articles on website the Monday the paper is distributed,
- o Providing weekly story ideas for consideration.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

Reportage

This position reports directly to AS Review Editor in Chief.

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

The Associated Students is an Equal Opportunity Employer.

Revised Month 00, 2000.



Associated Students of Western Washington University

AS Environmental and Sustainability Programs

AS Outback Outdoor Experiential Learning Program (OELP) Program
Coordinator

About the Position

The AS Outback OELP Program Coordinator is responsible for the overall operation of the Outback OELP and applicable programming. The Outback OELP Program Coordinator facilitates all program and facility decisions with the Dean of Fairhaven College.

Position Classification

Coordinators provide programming for the Associated Students 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 purpose of the AS Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

The Outback, a joint program of the Associated Students and Fairhaven College, is a 5 acre farm and wetland restoration site. The purpose of the Outback OELP is to coordinate a wide range of opportunities for students to learn about, develop and implement sustainable land use practices. These opportunities include personal and collaborative events and projects involving habitat restoration, organic gardening, green building, academic partnerships, independent study projects (ISPs), workshops, lectures and classes. The OELP also provides job-related skill building and community networking opportunities for students. These include serving on the Outback Governing Council, volunteering, and participating in work-study, and salaried employment.

Terms of Position

This is a four quarter position. This position starts the Monday before winter classes begin and ends the Friday of finals week the following fall 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.

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

- Familiarity of environmental and sustainability issues.
- Familiarity with organic gardening and other sustainable gardening practices.
- Physical ability to work outdoors during any time of the year excluding extreme conditions.
- Familiarity or experience with the Outback OELP site and program.
- Leadership skills.
- Ability to facilitate consensus-based group decision making.
- Ability to work closely with a diverse array of people.
- Self-motivation and creativity.
- Desire to involve and educate the campus and the greater community.
- Ability to work within the structure of a bureaucracy.
- Basic computer skills including word, excel, publisher and email.
- Organizational and event planning knowledge and skills.

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 all AS staff development events including 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.

Position Responsibilities

- Serve as the main coordinator of Outback Operations by:
 - o Devote at least a total of 15 hours per week to AS business,
 - o Establish and maintain a minimum of 5 office hours posted per week,
 - o Establish and maintain at least 5 posted hours per week in the Outback related specifically to maintaining gardens and facilities, not capital projects
 - o Serving as a supervisor to the Outback Assistant Coordinator
 - o Maintain regular communication with the ESP Associate Director regarding program management and direction,
 - o Serve as Budget Authority for the program. Responsible for managing the budget, overseeing adherence to budget procedure.

- o Chair the Outback OELP Governing Council. Facilitate consensus-based group decision making within the council,
- o Perform other duties as needed or assigned.
- Provide educational opportunities to empower students through hands-on learning by:
 - o Coordinate and publicize work-parties to maintain and enhance the open space component of the Outback OELP.
 - o Coordinate campus wide publicity for program (i.e. posters, press releases, social media etc.)
- Facilitate the development and review of Outback OELP policies and standards by:
 - o Working with the Outback OELP Governing Council, Working with ESP Associate Director to present any major proposed changes to policies and standards to the AS Board of Directors and to the Dean of Fairhaven for approval,
 - o Facilitate future planning for the Outback through the Outback OELP Governing Council, Work with the ESP Associate Director and the VP for Business and Operations to present any major proposed changes to the Outback OELP to the AS Board of Directors and the Dean of Fairhaven for approval,
 - o Provide training for work-study students, summer apprenticeship positions and volunteers.
 - o Work with Fairhaven staff to coordinate expenditures from Provost funds,
 - o Provide training to the incoming Outback OELP Program Coordinator during Fall Quarter.
- Develop partnerships with academic programs and departments by:
 - o Coordinate allocation and registry of faculty research plots.
 - o Familiarize self thoroughly with AS procedures, programs and activities, as well as with other University programs,
 - o Coordinate the development and maintenance of the Outback OELP web page with Fairhaven College and the AS.

Programming Guidelines:

- Plan at least three events per year publicized campus-wide.
- Pursue new and dynamic programming ideas while still maintaining the intended vision of the A.S. Environmental and Sustainability Programs.
- Co-sponsor programs as appropriate with AS clubs, programs and organization, and other campus resources.
- Plan Informational Tables to increase student outreach in Red Square, VU Lobby, Vendors Row, etc.

Salary

This position will receive \$7,095.83 per position term (about \$295.66 twice per month).

Reportage

This position reports directly to the Outback OELP Program Coordinator reports to the Vice President for Business and Operations. The Outback OELP Program Coordinator coordinates all program and facility decisions with the Dean of Fairhaven College.