



**Associated Students of Western Washington University**  
**Environmental & Sustainability Programs (ESP)**  
**Green Energy Fee Education Coordinator**

**About the Position**

The AS Green Energy Fee Education Coordinator works to educate and engage the campus community around the Green Energy Fee Grant Program (GEF) and the benefits and opportunities it provides.

**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, promoting office and events, and maintaining and updating programming resources for the department.

**About the Department**

The purpose of the Associated Students 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 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**

- Ability to work collaboratively with multiple people and organizations and with people of diverse backgrounds and opinions
- Self-motivation and creativity
- Desire to involve and educate the campus and the greater community
- Organizational and time management skills
- Event planning skills or knowledge
- Basic computer skills including word, excel, email; ability to learn/use web software
- Experience planning and implementing communication and publicity efforts

- 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 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:
  - 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 continuity and 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

#### **Environmental & Sustainability Programs Responsibilities**

- Ensure the smooth, effective operations of the Environmental & Sustainability Programs by:
  - o Establishing and maintaining active working relationships with all ESP team members
  - o Attending ESP Fall Training, ESP staff meetings, weekly meetings with the ESP Associate Director, and on-going training as needed
  - o Assisting with the coordination of activities, materials, and tabling schedules for ESP involvement In campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Completing event planning and evaluation paperwork in a timely manner and in accordance with the guidelines set by the ESP Associate Director
  - o Implementing systems to track and assess student use of the GEF Program
  - o Developing and maintaining a program evaluation process to analyze the overall success of the program In meeting the needs of the student body (demographics, promotion success, other important statistics)
- Empower and support the Associated Students membership with information, activities, and peer education focused on the GEF Grant Program by:
  - o Providing unbiased, nonjudgmental, and accurate information and services about the GEF Grant Program to students
  - o Devoting a total of 15 hours per week to position responsibilities
  - o Establishing and maintaining a minimum of 10 office hours per week
  - o Coordinating educational programming and outreach of the GEF Grant Program

## Position Responsibilities

- Promote the benefits and opportunities of the GEF Program to students, staff, and faculty by:
  - o Developing promotional materials for students, staff, and faculty that highlight the benefits and opportunities of the GEF Program
  - o Developing and implementing a media campaign to encourage students, staff, and faculty to submit Green Energy Fee proposals
    - Plan and execute proposal drives in coordination with the request for proposals (RFPs)
  - o Developing educational materials to accompany and highlight existing GEF projects
  - o Utilizing social media to advertise and promote the GEF Program
  - o Outreaching to the campus about GEF support available to complement existing sustainability initiatives
  - o Targeting new students (freshman and transfer) through partnership with New Student Services, Admissions, and Residence Life, highlighting GEF projects on campus tours and ensuring a presence at Red Square Info Fair and Western Preview
    - Collaborate with ESP Associate Director during Spring Quarter to ensure the ESP Associate Director represents the GEF Program at Summerstart and Transitions
  - o Ensuring promotion is campus-wide and through multiple mechanisms. This includes but is not limited to:
    - Ensuring that non-traditional campus communities, such as the College of Business & Economics or the College of Humanities, are targeted in addition to traditionally recognized ones, such as Huxley College of the Environment
    - Ensuring promotion to environmentally oriented student clubs is evenly distributed
  - o Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc.
  - o Ensuring all educational & promotional materials and media are approved by the Green Energy Fee Grant Program Coordinator & ESP Associate Director
- Provide accurate and effective information and resources regarding the GEF Program by:
  - o Developing, providing, and leading educational workshops in collaboration with the GEF Grant Program Coordinator to help the campus community learn about the GEF Program
  - o Assisting in the development and provision of proposal workshops and informational sessions in collaboration with the GEF Grant Program Coordinator to detail the proposal submission and review process and how to complete the grant application
  - o Assist the GEF Grant Program Coordinator with press releases that inform the campus community about the program's and projects' activities
  - o Collaborating with the GEF Grant Program Coordinator, the ESP Associate Director, and the Campus Sustainability Manager to ensure consistent understanding of the program and processes and to coordinate efforts across the spectrum of the GEF program
  - o Maintaining familiarity with GEF proposal processes
  - o Regularly consulting with GEF Grant Program Coordinator to obtain current, accurate updates on ongoing projects
  - o Maintaining a working knowledge of related programs on campus and at other universities
  - o Ensuring all educational & promotional materials and media are approved by the Green Energy Fee Grant Program Coordinator & ESP Associate Director

- Provide educational opportunities related to GEF Program by:
  - o Putting on atleast 3 events per quarter on topics related in addition to the GEF program, including at least one that is large scale
    - Includes workshops developed in collaboration with the GEF Grant Program Coordinator
  - o Informing and encouraging students, staff, and faculty to participate in the program through events about the fee
  
- Engage students, staff, and faculty at Western not directly connected with campus sustainability by:
  - o Targeting non-traditional audiences on campus and highlighting various skill sets needed to complete projects
  - o Encouraging the Introduction of the GEF Into academic materials, such that projects could become a part of curriculum, working with professors to integrate GEF proposals into class curriculum
  - o Continuing to build relationships between the GEF program and interested faculty through the Sustainability Academy
  - o Fostering relationships with interested faculty and staff
  - o Working to include GEF projects into regular campus tours
  - o Encouraging the development of student department / Internship accreditation for working on projects, such that students receive college credit for projects
  - o Working to Integrate GEF Grant Program into the academic structure of all university colleges
  
- Foster positive working relationships with the various offices and people comprising the GEF program structure by:
  - o Ensuring GEF Grant Program team cohesiveness and collaboration by:
    - Actively participating within the GEF Grant Program team, which includes the GEF Grant Program Coordinator and the GEF Education Coordinator
    - Attending weekly meetings with the GEF Grant Program team
    - Attending periodic meetings with the GEF Grant Program team; the ESP Associate Director; and the Campus Sustainability Manager
  - o Maintaining a working knowledge of organizational relationships and processes within the university that affect/play into the proposal process
  - o Making regular reports to the AS VP for Student Ufe and the GEF Committee
  - o Attending weekly meetings with ESP Staff
  - o Maintaining and updating a legacy document of position accomplishments and activities In order to ensure continuity in the position from year to year
  
- » Provide educational, social, and community building opportunities to the campus community in relation to the GEF mission by:
  - o ^Developing 3-6 events within the GEF programmer quarter

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#### Salary

This position earns \$287.57 per two-week pay period through WWU's payroll system.

#### Reportage

This position reports directly to ESP Associate Director.

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



**Associated Students of Western Washington University**  
Environmental and sustainability Programs  
Associate Director

**About the Position**

The Environmental & Sustainability Programs (ESP) Associate Director is responsible for managing the overall operations of the Environmental Center. This includes training, supervising and facilitating programs. They will also assist in program development and implementation for the Environmental Center. The ESP Associate Director is also responsible for the overall management and collaboration of the Outback Farm, Green Energy Fee, the Environmental Center and Alternative Transportation Program.

**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 Associated Students 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 begins the Monday the first week of summer quarter 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**

- Maintain the culture and integrity of the Associated Students organization by:
  - o Adhering to all AS Policies and By-laws.
  - o Upholding all AS responsibilities outlined in the AS Employment Policy,
  - o Attending all AS staff development events.
  - o Serving on search committees as suggested by the AS Personnel Director.
- Ensure the continuity of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
  - o Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

#### **Environmental and Sustainability Programs Responsibilities**

- Uphold the ESP mission statement by:
  - o Providing unbiased, nonjudgmental, and accurate information to students,
  - o Maintaining up-to-date records and information of organizations for referrals,
  - o Providing a confidential, safe, and inclusive space for students.
    - Maintaining client confidentiality in conversations, written correspondence, and other forms of communication
  - o Establishing and maintaining active working relationships with other ESP departments and team members,
  - o Facilitating updates of the offices' libraries and subscriptions to magazine and journals.
    - Maintaining and establishing library contacts for the cataloguing of office libraries.
- Enhance teamwork and comradely by:
  - o Facilitating weekly ESP staff meetings, weekly check-ins with each department/program, and any additional departmental activities
- Organize and participate in ESP inclusive events (such as Earth Day Festival- Transportation Week. Red Square Info Fair. AS Job Fair, etc.) by:

- o Coordinating activities, materials, and tabling schedules for ESP involvement in these events.
- Assess and track office use and program quality by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions/concerns, etc.
  - o Collecting event/program data through pre-event logs and post-event logs
  - o Collecting audience evaluations, including audience demographics, promotion success, relevance and success of the program in meeting needs of the student body, etc. at all events and enter results in surveymonkey.com.

#### Position Responsibilities

- Ensure that ESP Financial decisions are made responsibly and properly by:
  - o Reviewing all departmental budgets on a monthly basis
  - o Evaluating each budget regularly to assess expenditures
  - o Filling out budget forms per AS/ESP standards
  - o Serve as Administrative ESP Budget Authority and serve as co-budget authority for the Environmental Center..Providing information and connection to departmental, organizational, and campus funding sources.
- Ensure that all ESP employees, interns and volunteers are adequately trained by:
  - o Conducting new employee orientation in Fall Quarter, including departmental training of coordinators, assistants, and hourly staff and assisting the training of work studies and volunteers
  - o Offering training pertinent to the ESP throughout the year,
  - o Providing information and education at ESP staff meetings,
  - o Planning staff appreciation activities and acknowledging achievements on a regular basis, at least once a quarter
- Ensure ESP staff members are fulfilling their job responsibilities by:
  - o Regularly meeting with the Advisor of the ESP to discuss personnel and programming questions and concerns
  - o Conducting one-on-one staff meetings with ESP departments at least every other week as well as managing all four programs (WST, EC, GEF, and the Outback),
  - o Chairing the Environmental and Sustainability Programs Staff meetings at least three times per month
  - o Planning long and short term goals for the department with the ESP staff and the Advisor
  - o Collecting supervisor and employee evaluations at the end of the quarter and providing one-on-one meetings with office coordinators to discuss job performance.
  - o Mediating and resolving conflicts within the department
  - o Providing training and tools for conflict and communication within working relationships
  - o Serving as a resource for referrals or information about employee expectations and consequences of negligence of the ethics codes
- Ensure ESP events are catering to needs of students by:

- o Setting deadlines for expenditure requests, budget proposals, and other paperwork
- o Facilitating the collection of audience evaluations.
- o Maintaining program planning worksheets (event logs), co-sponsorship records and agreement forms, contracts, and programmer event evaluations for all ESP offices to assist in future planning.
- o Manage and distribute AS ESP Supplemental Funding to appropriate departmental programs.
- o Attending ESP events on a regular basis, at least once per office per quarter.
- Promote campus awareness of the Environmental and Programs by:
  - o Coordinating publicity for the Environmental and Sustainability Programs, including but not limited to posters, bookmarks, banners, Facebook.com page, and more.
  - o Being available for speaking engagements, newspaper, and radio interviews as needed
  - o Working closely with the Environmental Center's Coordinator to create a promotion plan for the ESP
- \* Act as departmental liaison to the AS organization and campus community by:
  - o Serving on the following committees:
    - AS Management Council
    - \* Work Study and salaried staff hiring committees
    - Serve on the AS Fall Staff Development planning committee during summer quarter
    - Serve on the Green Energy Fee Committee
  - o Establishing appropriate working relationships with AS offices and The Office of Sustainability
  - o Establishing departmental connections with:
    - Prevention and Wellness Services
    - Equal Opportunity Office
    - disAbility Resources for Students
    - Center for Law, Diversity and Justice
    - Huxley College of the Environment

#### Salary

This position will receive a pay grade X, FTE 1.00 which is approximately \$ \_\_\_\_\_ per position term.

#### Reportage

This position reports directly to the Vice President for Business and Operations.





**Associated Students of Western Washington University**  
**AS Representation and Engagement Programs**  
**AS Elections Coordinator**

**About the Position**

The Elections Coordinator organizes the annual AS spring elections and any special election held throughout the year in accordance with the AS Election Code and is responsible for encouraging student participation in campus elections through voting and recruitment of candidates. During fall quarter, the Elections Coordinator works with the AS Vice President for Legislative & Governmental Affairs as well as the AS Voter Education and Registration Coordinator to publicize and promote the general election in November, increase voter registration and turnout among students. The Election Coordinator also helps inform the students about candidates and current issues for upcoming elections.

**Position Classification**

Service Positions work to serve the AS and support the views of the AS Board of Directors. These positions work under limited supervision and act as liaisons between various AS departments, Western students and those outside the organization. Specific duties include, but are not limited to: assisting clients or customers of the AS, working with supervisors, providing advocacy and support for AS programming and planning, and serving as a resource for Western's students.

**About the Department**

The REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

**Terms of Position**

This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position requires 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 not *required* or *expected* to work during winter or spring breaks.

#### 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 the Associated Students organization~~ Basic knowledge of the Associated Students organization^
- Knowledge of or interest in elections and civic engagement^
- Basic knowledge of department and position specific responsibilities

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#### AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner  
by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
  - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description,
  - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

#### AS Representation and Engagement Programs Responsibilities

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

**Position Responsibilities**

- Publicize the AS Elections to ensure that a diverse a representation of Western's student body is represented by the Board by:
  - o Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, AS and University Elections, etc. Participating in relevant campus info fairs, including, but not limited to the AS Job Fair and Red Square Info Fair, to promote AS and University Elections.
  - o Develop and maintain adequate promotion of student candidates and publicity for the election (i.e. poster posting, press releases, etc.) Developing and maintaining adequate promotion for the recruitment of student candidates and publicity for the election (i.e. poster posting, banners, press releases, attending RHA and Hall Councils meetings, etc.)
  - o Encourage campus media to publicize candidates, issues, forums, referendums, and the election. Encouraging campus media to publicize candidates, issues, forums, referendums, and the election.
  - o Working with the AS Review Editor to coordinate the AS election issue.
  - o Working with the AS Review Editor to coordinate the AS election issue.
- Organize the Elections Effectively Organize AS Elections by:
  - o Compiling and distributing campaign filing packets of necessary forms to candidates. (See Article III, F-4. of the Code).
  - o Set calendar of meetings, deadlines, election dates and encourage students to file for office by using campus media, advertisements, signs, flyers, etc. Setting calendar of meetings,

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deadlines, election dates and encouraging students to file for office by using campus media, advertisements, signs, fivers, etc.

- o Chairing the mandatory candidate orientation meeting. Collect forms, describe rules of election, give specific information and draw by lot for order on ballot and voters pamphlet,
- o Following guidelines in A-S- Election Code concerning all aspects of the election and the Election Board.
- o Knowing procedures and taking precautionary measures to handle grievances.
- o Organizing, coordinating, and advertising at least two candidate/issue forums.
- o Working with appropriate ATUS staff to ensure the AS Elections tab is operational and setting up the AS election ballot using the online voting software.

• Ensure Elections Fairness by:

- o Enlisting unbiased volunteers or hiring unbiased ballot counters, following Election Code guidelines.
- o Coordinating and arranging for unbiased poll workers. Flave booths and materials set up and removed on election day(s).
- o Releasing un-ratified voting results and having A-S- Board of Directors ratify results
- o Chairing the Election Code Review Committee
- o Chairing the Election Board Chair hiring committee

• Promote Student Engagement in Local, State and Federal Elections by:

- o Assisting the ASVP of Governmental Affairs, the REP Associate Director and the Voter Education and registration Coordinator as requested with voter education and registration efforts.

• Use student fees in a responsible and proper manner by:

- o Serving as co-budget authority with the REP Associate Director for the AS Elections budget.
- o Developing quarterly and annual budget plans and projections.
- o Regularly reviewing and maintaining budgets through Budget Tracker and Banner.

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Salary

This position will receive a \$5,463.79 per term of position, which is about \$287.57 per twice-monthly pay period.

Reportage

This position reports directly to the AS Representation & Engagement Programs Associate Director.

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

The Associated Students is an Equal Opportunity Employer. Revised February 27, 2013 February 20, 2013 February 19, 2013.



## **Associated Students of Western Washington University**

AS KVIK

AS KVIK Coordinator

### **About the Position**

The KVIK Coordinator is responsible for KVIK, the Associated Students (AS) video production program. The Coordinator's responsibilities include but are not limited to, training and supervision of KVIK volunteers, overseeing production schedules, facilitating any use of WWU/AS space or resources, and ensuring the KVIK programming complies with broadcast policies and regulations.

### **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 KVIK is to facilitate and create original films and productions to showcase the work of WWU students. KVIK seeks to provide first-hand experience for those interested in the fields of primarily film and video production, as well as offering opportunities to gain experience in television broadcasting. KVIK productions represent students' original work and serve the Associated Students and the broader Bellingham community and beyond by providing interesting, entertaining, and informative media.

### **Terms of 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. Position requires 30 hours of planning and prep work to be done over the summer in order to ensure events will be sufficiently prepared for by the beginning of all quarter. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position requires 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 not required or expected to work during winter or spring breaks. [Click here to enter text,](#)

### **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

- Organizational and time management skills.
- Knowledge of video equipment needs and uses.
- 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:
  - 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 continuity and 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.

#### KVIK Responsibilities

- Provide Support to KVIK by:
  - o Devoting at least 19 hours per week to KVIK business
  - o Maintaining a minimum of 10 office hours between 8am and 5pm per week. Production time does not qualify,
  - o Supervising volunteers and interns,
  - o Facilitating weekly Producer's meetings,
  - o Facilitating the KVIK Quarterly All Station Meetings,
  - o Other duties as assigned.

## Position Responsibilities

- Maintain KVIK Operations by:

- o Facilitating training program for incoming volunteers.
- o Actively recruiting and managing student volunteers and interns, providing the means to gain film and television experience and assist in the growth of KVIK.
- o Maintaining an inventory of all KVIK equipment. Maintaining a hard drive or electronic archive of all KVIK programming, while preserving the existing tape & DVD archive
- o Establishing and maintaining outlets on which KVIK programming will be shown (e.g. campus closed-circuit station, web-based video hosting),
- o Working with KUGS/KVIK General Manager to develop a KVIK program schedule
- o Overseeing the promotion of KVIK and its productions
- o Addressing any concerns that may be raised by students, staff, or community members
- o Coordinating with the AS Communications Director, regarding maintenance of KVIK's website.
- o Ensuring programming compliance with KVIK, AS, VU, WWU, Federal Communication Commission policies and State and Federal laws. Maintain fair and attainable policies for shows to adhere to.
- o Overseeing any and all publications pertaining to KVIK.
- o Ensuring regular communication of all activities/programs occurring in your area with the KUGS/KVIK General Manager.

- Provide Support to the Associated Students by:

- o Filming and/or delegating to volunteers the filming of other AS events as requested by the AS VP for Business and Operations or various AS department representatives

## 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 KUGS-FM General Manger.

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

The Associated Students is an Equal Opportunity Employer.

Revised 1/31/13



## **Associated Students of Western Washington University**

Publicity Center  
Lead Graphic Designer

### **About the Position**

The Lead Graphic Designer is responsible for completing graphic design projects as assigned by their supervisor as well as advising and assisting the Publicity Center graphic designers on required elements and graphic design processes.

### **Position Classification**

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

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

### **About the Department**

The Associated Students Publicity Center 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 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.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.



- Working knowledge of and interest in publicity, communications, graphic reproduction and advertising.
- Extensive experience in the design and layout of posters, table tents, banners, logos, etc.
- Knowledge of PC based computer-generated graphics.
- Client communication skills.

### 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

- Provide professional design services to Publicity Center clients by:
  - o Designing and preparing electronic and print promotional campaign materials, which may include posters, newspaper advertisements, table tents, tickets, banners, handbills, logo design etc.
  - o Recording all interactions with clients by utilizing the Basecamp software.
  - o Discussing design specifics with clients whose projects this position has been assigned to.
  - o Proofing all content prior to production for the presence of required elements as well as graphic design quality, in coordination with the Account Executives.
- Ensure the smooth, effective operations of the Publicity Center by:
  - o Attend staff meetings and trainings as requested by the PC Coordinator or Account Executive supervisor.
  - o Recording all interactions with clients by utilizing the Basecamp software.
  - o Serving as a design resource, advisor, and 'art director' for all Publicity Center Graphic Designers.
  - o Completing other tasks as assigned by the position supervisor or the PC Coordinator.

### 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 Publicity Center Account Executive (4 Quarter).**

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

**The Associated Students is an Equal Opportunity Employer.**

**Revised January 30, 2013**



## **Students of Western Washington University Associated**

Outdoor Center

Equipment Shop & Bicycle Shop Coordinator

### **About the Position:**

The Outdoor Center Equipment Shop Coordinator is responsible for the overall operations of the Equipment Shop and Bicycle Shop.

### **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 the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

### **Terms of Position:**

This is a four quarter position. This position begins the Monday one week before the first week of summer quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation during the second week of September. Payment for the orientation and training is included in the monthly salary. This position requires 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 not *required* or *expected* to work during intersession,

winter or spring breaks.

### **AS Employment Qualifications**

- **Must maintain a minimum of 6 credits for undergraduate students and eight 4 credits for graduate students.**
- **Must maintain a minimum 2.00 cumulative grade point average (GPA).**
- **Must be available for all AS orientations and trainings**
- **Must be able to uphold all AS Employment Responsibilities.**

### **Preferred Qualifications**

- **Organizational and time management skills.**
- **Ability to communicate and work effectively with a wide variety of people.**
- **Ability to work independently and responsibly, 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**

- **Maintain the culture and integrity of the Associated Students organization by:**
  - o **Adhering to all AS Policies and By-laws.**
  - o **Upholding all AS responsibilities outlined in the AS Employment Policy,**
  - o **Attending all AS staff development events.**
  - o **Serving on search committees as suggested by the AS Personnel Director.**
- **Ensure the continuity of this position by:**
  - o **Working with supervisor and Personnel Director to revise and update position job description,**
  - o **Working with the current position holder to complete a minimum of 15 hours of unpaid internship,**
  - o **Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.**

### **Outdoor Center Responsibilities**

- Uphold the OC mission statement by:
  - o Providing unbiased, nonjudgmental, and accurate information to students.
  - o Providing a confidential, safe, and inclusive space for students.
- Enhance teamwork and camaraderie by:
  - o Facilitating OC staff meetings and any additional departmental activities
- Organize and participate in OC inclusive events (such as VU Late Night, Red Square Info Fair, Gear Grab, etc.) by:
  - o Coordinating activities, materials, and tabling schedules for OC involvement in these events.
- Assess and track Equipment Shop and Bicycle Shop use and program quality by:
  - o Developing and maintaining tracking systems in order to assess client use, equipment used, etc.
  - o Collecting client evaluations, including client demographics, promotion success, relevance and success of the OC in meeting needs of the student body, etc.

**Position Responsibilities:**

- Successfully manage the operations of the OC Equipment Shop and Bicycle Shop by:
  - o Taking overall responsibility for the OC Equipment Shop and Bicycle Shop
  - o Devoting at least fifteen (15) hours OC business
  - o Address customer relations issues
  - o Participate in trainings conducted by the Outdoor Center Manager
- Be available to the Western community and keep office an open and friendly place by:
  - o Maintaining at least ten (10) publicly-posted office hours per week
  - o Ensuring that the OC
- Ensure professional shop service by:
  - o Hiring, scheduling, supervising, and evaluating Equipment and Resource Staff (Front Desk Staff),
  - o Hiring, scheduling, supervising, and evaluating Bicycle Technicians,
  - o Hiring, scheduling, supervising, and evaluating Equipment Technicians

- **Prepare all employees for success by:**
  - o **Training all staff about the operations of the Equipment Shop and Bicycle Shop.**
  - o **Training each staff member in their specific duties to ensure a smooth-running OC**
  - o **Giving each staff member specific duties**
  
- **Ensure the successful operation of the Equipment Shop by:**
  - o **Managing the maintenance program of all rental equipment**
  - o **Proposing and modifying operating policies and rental rates**
  - o **Maintaining equipment amortization and new gear purchasing**
  - o **Researching, proposing, and purchasing Equipment Shop equipment and supplies**
  
- **Ensure the successful operation of the Bicycle Shop by:**
  - o **Overseeing inventory control of the Bicycle Shop equipment, tools, and repair equipment**
  - o **Researching, proposing, and purchasing Bicycle Shop equipment and supplies**
  
- **Maintain a cohesive and positive working environment for all OC employee by:**
  - o **Organizing and facilitating Equipment Shop and Bike Shop staff meetings**
  - o **Continuing staff trainings throughout the year**
  
- **Ensure staff scheduling during all of the open hours scheduled for the OC by:**
  - o **Complete hiring and preliminary paperwork so as to be able to open on the first day of scheduled classes of each quarter**
  - o **Assuring shop staff coverage during finals week**
  
- **Maintain the Equipment Shop and Bicycle Shop budgets by:**
  - o **Serving as the Co-budget Authority for the Equipment Shop, Bicycle Shop, and Equipment Amortization budgets in conjunction with the Outdoor Center Manager**
  - o **Invoice university and community organizations for rental usage**
  
- **Ensure a smooth transition at the end of the term of the position by:**
  - o **Provide training to the incoming Equipment Shop and Bike Shop Coordinator**

- **Promote the Outdoor Center by**
  - **Collaborating with the OC Promotions and Outreach Coordinator to maintain adequate publicity for the Equipment and Bicycle Shop**
  - **Participating in the planning and execution of OC events, such as Gear Grab, etc.**
  - **Representing the Outdoor Center at New Student Programs**

**Salary:**

**Position earns .77 FTE-B (see Pay Schedule) throughout the term of the position and is paid via Western's payroll system.**

**Reportage:**

**The Equipment Rental & Bicycle Repair Shop Coordinator reports to the Outdoor Center Manager.**

**This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised 2/10/2013**



**Associated Students of Western Washington University**  
AS Environmental and Sustainability Programs  
AS Outback Outdoor Experiential Learning Program (OELP) Assistant  
Coordinator

#### **About the Position**

The Outback OELP Assistant Coordinator is responsible for the overall operation of the Community Gardens, campus-wide outreach, and organizing educational workshops and classes. They will work closely with the Outback OELP Coordinator. 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.

#### **Position Classification**

.Assistant Coordinators provide programming support to the Associated Students (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 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:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
  - Attending all AS staff development events including 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 the main assistant coordinator of Outback Operations by:
  - Devote a total of 15 hours per week to Associated Students business.

- o Establish, post, and maintain a minimum often (10) posted hours of work per week in the Outback related specifically to maintaining gardens and facilities, not capital projects,
- o Maintain regular communication with the Outback Coordinator,
- o Attending the bi-weekly Outback OELP Governing Council meetings,
- o Coordinate the use and development of the Community Garden
- Coordinate the allocation and registration of plots by:
  - o Maintain regular communication with plot holders.
  - o Serve as a resource for plot holders by being available to answer questions and organizing & publicizing workshops related to organic gardening.
- Responsible for physical farm inputs (manure, straw, tools, etc.) by:
  - o Help coordinate maintenance of all tools and the organization of the tool shed and seed inventory.
  - o Responsible for overseeing care of the chickens.
- Help coordinate educational workshops by:
  - o Maintain office communications (voice mail, e-mail, and campus mail). Help coordinate and implement office events and activities,
  - o Help coordinate publicity and outreach for office and activities,
  - o Help coordinate and publicize work-parties to maintain and enhance the open space component of the Outback following the direction of the Governing Council and the Outback OELP Plan.
- Facilitate the development and review of Outback OELP policies and standards by:
  - o Maintain and keep records and files on program activities and resources,
  - o Provide training for volunteers to be work-party leaders or independent workers and provide training to summer apprenticeship positions,
  - o Familiarize self thoroughly with AS procedures, programs and activities, as well as with other University programs,
  - o Plan short-term and long-range goals for the Outback with the ESP Associate Director and Outback Coordinator.
  - o Provide training to incoming Outback OELP Assistant Coordinator during Spring Quarter,
  - o Perform other duties as needed or assigned.

#### **Salary**

This position will receive \$6,689.66 per position term (about \$278.74 twice per month).

#### **Reportage**

This position reports directly to the Outback OELP Program Coordinator

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

The Associated Students is an Equal Opportunity Employer.

Revised October 10, 2012 by motion ASB-12-W-40.



## **Associated Students of Western Washington University**

ASWWU Outdoor Center

Marketing and Resources Coordinator

### **About the Position**

The Marketing Resources Coordinator provides publicity and marketing for all OC departments, along with scheduling events and maintaining a resource area that provides access to a wide range of current information on outdoor recreation.

### **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 the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

### **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.

### **Outdoor Center Responsibilities**

- Uphold the Outdoor Center Mission by:
  - o Providing unbiased, nonjudgmental and accurate information to students
  - o Providing a confidential, safe and inclusive space for students
- Enhance teamwork and camaraderie by:
  - o Participating in Outdoor Center Staff meetings and any additional departmental activities

### **Position Responsibilities**

- Be an accessible and active member of the outdoor center team by:
  - o Devoting an average of 15 hours per week to AS business,
  - o Establishing and maintaining a minimum of 10 office hours/week
  - o Participate in training conducted by the Outdoor Center Manager
- Maximize visibility and accessibility of OC programs and services by:
  - o Coordinate publicity for all Outdoor Center Departments. Maintain a network of on and off-campus resources for advertising,
  - o Assure timely and current distribution of Outdoor Center publicity materials on Outdoor Center sandwich boards, reserved kiosks, and other university posting locations.
- Ensure web presence of OC by:
  - o Maintain and update Outdoor Center list serve mailing list, web site and Facebook account
  - o Work with AS Website committee to implement updates and changes to the OC website

- **Maximize the PC's campus involvement by:**
  - Organizing info sessions for various campus and community groups
  - Working with various groups, both in and out of the AS to produce joint events,
  - Promote the Outdoor Center and its resources at WWU Events
  
- **Work effectively with other parts of the AS by:**
  - Serve as Budget Authority for Promotions & Outreach budget,
  - Attend all AS Promotions Committee meetings as the Outdoor Center representative,
  - Organize and maintain archives of photographs and publicity.
  - Work with the PC to ensure timely design and production of publicity materials
  
- **Provide outdoor related resources to students by:**
  - Negotiating contractual terms with vendors
  - Program a series of public presentations such as lectures, slide shows and films. Program offerings should include local presenters, especially students, as well as more prominent presenters,
  - Maintain a resource area that includes trail and topographical maps, nautical charts, books, current magazines, videos, instructional materials, files, and other appropriate materials,
  - Purchase and manage the retail sale of logo items (e.g. t-shirts, patches, water bottles).

### **Salary**

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

### **Reportage**

This position reports directly to the Outdoor Center Manager.

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



## **Associated Students of Western Washington University**

AS Publicity Center  
AS Review Editor in Chief

### **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**

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western 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, promoting office and events, and maintaining and updating programming resources for the department.

### **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 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.
- Prior experience managing volunteers or employees.
- Working knowledge of AP style.
- Experience using Adobe InDesign.
- Basic knowledge of department and position specific responsibilities.
- Budget management knowledge or experience.
- 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.

### **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:
  - Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
  - Attending periodic Publicity Center staff meetings,
  - Assisting with clients at front desk when needed,
  - Completing other duties as assigned.

### **Position Responsibilities**

- Ensure the timely production of the paper by:
  - Maintaining posted office hours
  - Assisting in the layout and production of the paper on "production days" (sometimes requires late nights).

- o Proofreading and editing, with the Assistant Editor, of all stories submitted for AP style, content, and grammar,
- o Maintaining communication with staff through weekly staff meetings,
- o Assigning stories to staff and checking up on progress at regular intervals during the week.
- o Supervising and supporting editorial and writing staff,
- o Providing weekly story ideas for consideration.
- o Interfacing with Bellingham Herald production staff to set production schedule,
- o Uploading final digital file to Bellingham Herald for printing by the deadline.
- Ensure the growth and development of the paper by:
  - o Recommending publication or staffing changes to Publicity Center Coordinator,
  - o Working with Assistant Editor to improve online presence,
  - o Punctually completing staff evaluations,
  - o Training the incoming Editor in Chief,
  - o Archiving copies of all printed issues.

#### **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 Publicity Center Coordinator.

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 Publicity Center

Graphics Production Coordinator

### **About the Position**

The PC Graphics Production Coordinator is responsible for preparation of digital files for production on large and medium-format inkjet printers, assisting the graphic designers with file preparation for a variety of uses and maintaining production equipment.

### **Position Classification**

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western 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, promoting office and events, and maintaining and updating programming resources for the department.

### **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 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 collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.

- **Basic knowledge of department and position specific responsibilities.**
- **Working knowledge of Adobe Creative Suite.**
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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 the Publicity Center by:
  - Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
  - Attending periodic Publicity Center staff meetings,
  - Assisting with clients at front desk when needed,
  - Completing other duties as assigned.

### **Position Responsibilities**

- Ensure the timely production of materials by:
  - Maintaining posted office hours,
  - Maintaining inventory of supplies,
  - Meeting daily production milestones assigned.

- Reporting any material or equipment issues to the Publicity Center Coordinator. ,
- Ensure files are prepared correctly for print by:
  - Working with clients and/or design staff to inform them of specific requirements,
  - Sharing learned techniques with design staff.
- Ensure that the AS 6th floor calendar is printed on time by:
  - Coordinating with the AS Communications and Marketing Office for upcoming event information.
  - Laying out and printing slips for 6th floor calendar.
  - Delivering materials to the VU Information Coordinator on a regular schedule.
  -
- Ensure departmental development by:
  - Monitoring and recommending emerging practices and products that may improve delivery of service.
  - Completing this task.

### **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**

Publicity Center

Account Executive (4 Quarter)

### **About the Position**

Account Executives initialize the publicity process, facilitate contact between clients and the Publicity Center, track project deadlines and milestones, and supervise a team of designers. This position is responsible for ensuring that publicity requests are accepted or denied, designed, produced, and distributed in a timely and professional manner.

### **Position Classification**

Coordinators provide programming for the AS and facilitate events, offices, and groups throughout Western and the 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, promoting offices and events, and maintaining and updating programming resources for the department.

### **About the Department**

The Associated Students Publicity Center 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 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.

### **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**

- Experience managing volunteers or employees.
- Experience managing a budget or being a budget authority.
- Conflict management knowledge or experience.
- Computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.

- Strong organizational, multitasking, and time management skills.
- Attention to detail and problem solving abilities.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.

### **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**

- Provide professional design services to Publicity Center clients by:
  - Meeting, maintaining contact, and following up with clients.
  - Acting as the liaison between clients and the Publicity Center by utilizing the Basecamp software, e-mail, phone calls and face-to-face communication,
  - Ensuring all publicity requests are accepted or denied, designed, produced, and distributed in a timely manner.
- Ensure the effectiveness of all office marketing and programming efforts by:
  - Tracking progress of all publicity requests, projects, and orders assigned to this position,
  - Addressing publicity and promotional needs of clients.
  - Working with clients to determine any publicity constraints such as budget, timeline, or target audience,
  - Serving as a publicity resource for AS employees,
  - Serving as advertising purchaser for AS offices.
- Ensure the smooth, effective operations of the Publicity Center by:
  - Devoting at least 15 hours per week to Associated Students business,
  - Establishing and maintaining at least 12 posted office hour per week,
  - Meeting weekly with the Publicity Center Coordinator, and Account Executive team to discuss ongoing projects, deadlines, or milestones and address any possible issues,
  - Acting as the Publicity Center office manager, in collaboration with other Account Executives.
  - Utilizing on-campus services such as Copy and Printing Services, as needed.

**o Supervising a team of graphic designers, assigning them specific graphic design projects, and tracking the progress of those projects.**

**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 Publicity Center Coordinator.**

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

**The Associated Students is an Equal Opportunity Employer.**

**Revised January 30, 2013**



## **Associated Students of Western Washington University**

Publicity Center

Account Executive (3 Quarter)

### **About the Position**

Account Executives initialize the publicity process, facilitate contact between clients and the Publicity Center, track project deadlines and milestones, and supervise a team of designers. This position is responsible for ensuring that publicity requests are accepted or denied, designed, produced, and distributed in a timely and professional manner.

### **Position Classification**

Coordinators provide programming for the AS and facilitate events, offices, and groups throughout Western and the 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, promoting offices and events, and maintaining and updating programming resources for the department.

### **About the Department**

The Associated Students Publicity Center 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.

### **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**

- Experience managing volunteers or employees.
- Experience managing a budget or being a budget authority.
- Conflict management knowledge or experience.
- Computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.

- Strong organizational, multitasking, and time management skills.
- Attention to detail and problem solving abilities.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.

### **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**

- Provide professional design services to Publicity Center clients by:
  - Meeting, maintaining contact, and following up with clients.
  - Acting as the liaison between clients and the Publicity Center by utilizing the Basecamp software, e-mail, phone calls and face-to-face communication,
  - Ensuring all publicity requests are accepted or denied, designed, produced, and distributed in a timely manner.
- Ensure the effectiveness of all office marketing and programming efforts by:
  - Tracking progress of all publicity requests, projects, and orders assigned to this position,
  - Addressing publicity and promotional needs of clients.
  - Working with clients to determine any publicity constraints such as budget, timeline, or target audience,
  - Serving as a publicity resource for AS employees,
  - Serving as advertising purchaser for AS offices.
- Ensure the smooth, effective operations of the Publicity Center by:
  - Devoting at least 15 hours per week to Associated Students business,
  - Establishing and maintaining at least 12 posted office hour per week,
  - Meeting weekly with the Publicity Center Coordinator, and Account Executive team to discuss ongoing projects, deadlines, or milestones and address any possible issues,
  - Acting as the Publicity Center office manager, in collaboration with other Account Executives.



- o Utilizing on-campus services such as Copy and Printing Services, as needed,
- o Supervising a team of graphic designers, assigning them specific graphic design projects, and tracking the progress of those projects.

**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 Publicity Center Coordinator.

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

The Associated Students is an Equal Opportunity Employer.

Revised January 30, 2013



**Associated Students of Western Washington University**  
Representation and Engagement Programs  
Associate Director

#### **About the Position**

The Representation & Engagement Programs (REP) Associate Director is responsible for assisting in the overall operations of the REP, This includes ensuring and facilitating coordination on the activities of the AS Elections Coordinator, AS Student Senate Chair, AS Legislative Liaison, and The REP Assistant. The Associate Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement.

#### **Position Classification**

Associate Directors are responsible for coordinating the activities of different programs in a small to mid-size 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, and conflict resolution, program planning. These positions operate under the management direction of the AS Board of Directors.

#### **About the Department**

The Representation & Engagement Programs (REP) Associate Director is responsible for supervising the overall operations of the REP. This includes ensuring and facilitating coordination of the activities of the AS Elections Coordinator, AS Student Senate Chair, AS Legislative Liaison, the Committee Coordinator, and the Voter Registration and Education Coordinator (in federal election years). The Associate Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement.

#### **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 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 knowledge including word, excel, publisher and outlook.  
Basic knowledge of department and position specific responsibilities.  
Demonstrated knowledge of or interest in civic engagement.  
Knowledge of or experience with event planning.

#### **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 VVU 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.

#### **Representation and Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - Maintaining 10 regular posted office hours per week as arranged with the REP team.  
Providing unbiased, nonjudgmental, and accurate information and services to students.
  - Maintaining up-to-date records and information of on and off campus services In order to provide effective referrals.
  - Provide voter education and voter registration information.  
Completing this task.
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout the REP office.
  - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events.
  - Establishing and maintaining active working relationships with other REP team members.

- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - o Planning short- and long-term goals for the REP with office staff and the REP Director
  - o Continually receiving feedback from participants of events and services,
  - o Maintaining regular communication with REP staff outside of meetings.
- Foster working relationships with related campus and community resources by:
  - o Being aware of and participating in REP related events .
  - o Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

#### Position Responsibilities

- Ensure that REP Financial decisions are made responsibly and properly by:
  - o Reviewing all departmental budgets on a monthly basis
  - o Evaluating each budget regularly to assess expenditures
  - o Serving as Budget Authority for the REP Administrative Budget, Voter Education and Registration Budget, and NY Times Readership Program budget, and serving as administrative budget authority for other REP office Budgets (AS Elections, Student Senate, Committee Coordinator, and Legislative Liaison),
  - o Filling out budget forms in accordance with AS standards.
  - o Providing information and connection to departmental, organizational, and campus funding sources.
- Ensure REP staff members are fulfilling their job responsibilities by:
  - o Regularly meeting with the Advisor of the REP to discuss personnel and programming questions and concerns
  - o Conducting one-on-one staff meetings with REP staff at least every other week as well as managing all REP employees,
  - o Chairing the weekly REP Staff meetings
  - o Planning long and short term goals for the department with the REPstaff and the Advisor
  - o Conducting employee evaluations at the beginning of winter quarter and providing one-on-one meetings with staff to discuss job performance,
  - o Mediating and resolving conflicts within the department
  - o Providing training and tools for conflict and communication within working relationships
  - o Serving as a resource for referrals or information about employee expectations and consequences of negligence of the ethics codes
  - o Developing and implementing methods of assessing and evaluating the programs and initiatives of the REP
- Ensure that all REP employees are adequately trained by:
  - o Planning and facilitating the REP's fall training and orientation, including departmental training of coordinators, hourly staff, and work-study student, (asneeded),
  - o Offering training pertinent to the REP throughout the year,
  - o Providing information and education at REP staff meetings.
  - o Planning staff appreciation activities and acknowledging achievements on a regular basis, at least once a quarter.
- Ensure that any necessary committee appointments are made during the summer by:
  - o Recruiting student members of AS and university committees

- Appointing student members of AS and university committees, in coordination with the AS Board of Directors
- Maintaining a list of summer committee member appointments and their contact information
- Training student committee members
- Completing this task,
- Completing this task.
- Support the success of Western Votes by:
  - Advising and supporting Western Votes as an organization and its members,
  - Training the Western Votes leadership in collaboration with the ASVP for Governmental Affairs.
- 
- Ensure the coordination of effective Voter Registration & Education efforts by:
  - Supervising the Voter Education & Registration Coordinator (in federal election years)
  - Planning a voter registration drive to take place at Summerstart and during early fall quarter
  - Hiring and supervising Voter Registration hourly employees
  - Planning other voter registration drives as necessary
  - Coordinating with other groups on campus to register students to vote
  - Assisting the Voter Education & Registration Coordinator and the Elections Coordinator in planning events/services dedicated to voter education.
- Increase Civic Engagement within the Student Population by:
  - Assessing or reviewing past assessments of political participation on campus,
  - Developing and implementing a Civic Engagement Plan in coordination with others on campus to promote increased political participation and civic engagement,
  - Planning, organizing, and coordinating College Civics Week events and programs,
  - Managing and overseeing the AS' involvement in the New York Times newspaper program.
  - Chairing the planning committee for Elect Her (dependent on continuing to receive a grant from the American Association for University Women).
- 
- Promote campus awareness of the REP by:
  - Coordinating publicity for the REP, including but not limited to posters, bookmarks, banners, Facebook page, and more. \*\*\*Coordinating and participating in AS inclusive events including but not limited to: VU Late Night, Red Square Info Fair, Summerstart/Transitions, AS Job Fair, and Campus Activities Showcase,
  - Being available for speaking engagements, newspaper, and radio interviews as needed

Act as departmental liaison to the AS organization and campus community by: Serving on the following committees: AS Management Council Work Study and salaried staff hiring committees Serve on the AS Fall Staff Development planning committee during summer quarter Establishing appropriate working relationships with: Associated Students Board of Directors AS Publicity Center AS Personnel AS Ethnic Student Center AS Club Coordinator AS Business Office

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 ASVP of Government Affairs.**

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

**The Associated Students is an Equal Opportunity Employer.**

**Revised February, 12, 2012**



## **Associated Students of Western Washington University**

AS Club Activities Office

Club Support Specialist (hourly)

### **About the Position**

The Club Support Specialist staffs the welcome desk in the Club Hub, points club leaders toward useful resources, assists them with event planning, facilitates office communication, and takes on special projects to improve the resources and information offered to clubs.

### **About the Department**

The AS Club Activities Office, aka, "The Club Hub", empowers, supports, and provides opportunities for diverse student interests and community building within clubs. This office serves clubs as a resource for leadership and organizational development, as well as event planning and programming. The Club Hub is committed to ensuring all students can become involved and engaged in their Western community.

### **Term of Position**

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of Dead Week the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the supervisor. Position holder is required to attend any trainings or orientations as required by the office Coordinator or Advisor. Position may begin later in the year or at any point in which a position becomes vacant. The position will be opened for re-application during each Spring hiring process. This position works an average of 15 hours per week.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to dependably maintain 15 scheduled office hours each week.
- Knowledge of or experience with AS Club system at Western.

- Ability to demonstrate customer service skills.
- Strong writing skills.
- Basic website editing or design is helpful but not essential.

### 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,
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### Position Responsibilities

- Ensure that all club students visiting the Club Hub are able to access the resources they need to be successful by:
  - Assisting clubs with completing the steps necessary for successful programming, including but not limited to, room reservations, publicity requests, completing Expenditure Requests, special authorizations that may be necessary, etc.
  - Facilitating the scheduling of meetings between club participants and the Club Coordinator, Asst. Business Director, or Student Activities Advisor, as needed,
  - Becoming fully knowledgeable about policies, procedures, and the resources applicable to students participating in the club system,
  - Ensuring that Club Hub supplies are well-stocked and accessible by clubs.
- Actively contribute to the overall success of the Club Activities Office by:
  - Staffing the Club Activities Office (The Club Hub) front desk to assist with incoming questions and contact from clubs for 15 hours each week,
  - Attending weekly Club Activities Office staff meetings (inside the Club Hub during one of the 15 regularly-scheduled hours in the work week),
  - Maintaining both the physical calendar of events in the Club Hub and the community-wide calendar of events on the Club Activities Office website,
  - Maintaining a log of contacts with students/clubs which will be accessible by other Club Hub staff and the Student Activities Advisor,
  - In conjunction with the AS Club Coordinator, maintaining an attractive, orderly, and clean appearance of the Club Hub space, storage closet, and supply cabinets,
  - Upon request, assisting the Club Coordinator or Student Activities Advisor with projects or with communicating with clubs.
- Enhance the resources, information, and offerings of the Club Activities Office by:
  - Developing written materials, documents, videos and webpage content aimed at increasing club leaders' levels of awareness and knowledge of policy, procedures, and business processes.
  - Ensuring that all information materials are accurate and updated anytime a change occurs to policy, practice, or personnel,
  - Soliciting feedback from club participants, student staff, and professional staff on ways to improve and streamline processes.



**• Ensure that club leaders have the best service and support when engaging in complex business processes by:**

- Assisting clubs in successfully completing specific business processes such as travel authorization, benefit fundraisers, navigating copyright issues, and proper food handling,
- Proactively contacting clubs known to travel or to host benefit fundraisers on an annual basis in an effort to minimize last-minute authorizations or processing,
- Maintaining accurate activity logs related to travel and benefit fundraisers.

**Wage**

This position will receive a Program Support Staff 2 wage, which is approximately \$9.19 per hour.

**Reportage**

This position reports directly to the Student Activities Advisor.

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



## **Associated Students of Western Washington University**

AS Productions - Viking Union Gallery

Gallery Attendant (hourly)

### **About the Position**

Gallery Attendants oversee exhibits during open hours, ensure the security of art pieces, and answer patrons' questions regarding exhibits.

### **About the Department**

The purpose of AS Productions is to provide a comprehensive program of student activities and events for all Western students and their community. AS Productions presents Art Exhibitions, Live Music, and Entertainment. The Viking Union Gallery is a student-curated exhibition space that contributes to the artistic culture of Western's community by hosting diverse exhibitions primarily of student and local artwork, but also works of national and international artists. The VU Gallery is dedicated to Western students enhancing their educational experience by taking the time to reflect on the messages and meanings of the art exhibited, as well as by gaining greater understanding of the various kinds of expression and artistic mediums that may constitute art. The VU Gallery also assists student artists with learning how to successfully and professionally present their artwork in a gallery space.

### **Term of Position**

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of Dead Week the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the supervisor. Position holder is required to attend any trainings or orientations as required by the VU Gallery Director or supervisor. Position may begin later in the year or at any point in which a position becomes vacant. The position will be opened for re-application during each Spring hiring process. This position works an average of 6 -10 hours per week.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.

- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to dependably maintain scheduled gallery hours each week.
- Ability to demonstrate customer service skills.
- Interest in pursuing fine art, art history, or gallery management as a career path.

### 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.
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### Position Responsibilities

- Ensure that all visitors to the VU Gallery are met with a welcoming and professional environment by:
  - Opening the gallery and beginning daily operations in a timely manner; being attentive to patrons and the art throughout the work shift; and closing and securing the art gallery at the end of day.
  - Greeting all patrons with a welcoming, friendly, and professional demeanor and serving as a source of information, while granting them the personal space needed for their own reflective appreciation of the art.
- Ensure the security and proper care of the art at all times while in the possession of the Gallery by:
  - Reminding patrons that food and beverages and disruptive behavior are not allowed within the gallery.
  - Setting up and taking down art exhibits under the direction and supervision of the AS Productions VU Gallery Director, handling art with care.
  - Utilize an organized filing system to aid artists with pick-up and drop-off of exhibition artwork, including the completion of proper paperwork. Completing this task.
- Actively contribute to the success of the VU Gallery by:
  - Demonstrating punctuality and dependability.
  - Attending all staff meetings as scheduled.
    - Maintaining a consistent and open line of communication with supervisors about scheduling as well as any notable occurrences that take place in the Gallery.
  - Performing other duties as assigned.

### Wage

This position will receive a Program Support Staff 2 wage, which is approximately \$9.19 per hour.

### Reportage

This position reports directly to the AS Productions Logistics & Volunteer Coordinator.