



**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Disability Outreach Center Coordinator**

**About the Position**

The AS Disability Outreach Center Coordinator (DOC) is responsible for implementing and maintaining the DOC Statement of Purpose and goals of the office, supervising all volunteers and work study staff, and coordinating the compilation of disability resources for students. The DOC provides information, referrals and educational programming targeting disability topics in order to provide students with a connection to community resources the opportunity to exchange ideas. The DOC aims to provide a "safe space" on campus for students with disabilities and their allies.

**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 ROP provide information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

**Terms of Position**

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**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.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of department and position specific responsibilities
- Ability to work independently and responsibly, while supervising others
  - Knowledge and passion about disability topics
  - Ability to facilitate small group discussion/interaction
- 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 flexible hours

### 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.

### Resource and Outreach Programs Responsibilities

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloging.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices.

- o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### Disability Outreach Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Disability Outreach Center by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all DOC staff
  - o Plan short- and long-term goals for the DOC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with DOC staff and interns outside of meetings
- Promote disability-related events and services to the campus community by:
  - o Being aware of and posting disability related events to appropriate calendars,
  - o Publicizing disability Information services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with all disability related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: Disability Resources for Students (DRS), Disability Advisory Committee, Equal Opportunity Office, UW DO-IT, and appropriate professors.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
  - o Portraying a diverse representation of disability topics,
  - o Striving to include all disability topics pertinent to students,
  - o Assessing and being responsive to student's needs.
- Provide educational, social, and community building opportunities to the campus community in relation to the DOC's mission by:
  - o Developing 2-4 events per quarter which include the following annual event:
    - Disability Awareness Week
  - o Ensuring the balance of educational and social programming offered by the office,
  - o Co-sponsoring with at least three other ROP offices in the academic year.

#### Position Responsibilities

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the ROP Director for the budgets of The Disability Outreach Center.

- o Developing quarterly and annual budget plans and projections,
- o Regularly reviewing and maintaining budgets through Budget Tracker and Banner.
- Ensure that all Disability Outreach Center staff and interns perform the responsibilities of their jobs by:
  - o Conducting new employee orientation,
  - o Supervising these personnel,
  - o Developing training materials and opportunities,
  - o Coordinating and facilitating DOC staff meetings,
  - o Providing on-going feedback and conducting evaluations,
  - o Requiring staff members to fill out client traffic sheets,
  - o Providing recognition to staff for their accomplishments and contributions,
  - o Ensuring that all required paperwork is complete and turned in on time.
- Ensure that the Disability Outreach Center serves the diverse needs of the student body by:
  - o Coordinating the process of establishing short and long-term goals within the DOC
  - o Serving as the DOC's primary liaison to the Western community,
  - o Regularly debriefing events with staff and interns.
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, *resources, etc.*).
  - o Being available for speaking engagements and newspaper and radio interviews as needed.
  - o Performing other duties as needed or assigned.

#### **Salary**

This position will receive a pay grade X, FTE 1.00 which is approximately \$0,000 per position term.

#### **Reportage**

This position reports directly to the Resource and Outreach Programs Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised Feb 13, 2012



**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Legal Information Center Coordinator**

**About the Position**

The AS Legal Information Center (LIC) Coordinator is responsible for implementing and maintaining the LIC Statement of Purpose and goals of the office, supervising all volunteers and work study staff, and coordinator the compilation of legal resources for students. The LIC exists to encourage students to make informed choices and help students take an active role in their own legal matters. The LIC works to provide the Western community with support, the opportunity to exchange ideas and become aware of legal issues through programming, resource referral, and the development of a "safe space" on campus.

**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 ROP provide information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

**Terms of Position**

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**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
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of department and position specific responsibilities
- Ability to work independently and responsibly, while supervising others
- Knowledge and passion about legal issues and topics
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Ability to work within deadlines and problem solve
- Ability to create a space that makes people feel welcome at events and at the office
- Ability to work flexible hours

### 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.

### Resource and Outreach Programs Responsibilities

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloging.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices.

- ö Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### Legal Information Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Legal Information Center by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all LIC staff
  - o Plan short- and long-term goals for the LIC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with LIC staff and interns outside of meetings
- Promote legal related events and services to the campus community by:
  - o Being aware of and posting legal related events to appropriate calendars,
  - o Publicizing Legal Information services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with all legal related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: WWU Career Services, WWU Prelaw Advisor, WWU Center for Law, Diversity, and Justice, University Police, and Law Advocates.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
  - o Portraying a diverse representation of legal issues,
  - o Striving to include all legal issues pertinent to students,
  - o Assessing and being responsive to student's needs.
- Provide educational, social, and community building opportunities to the campus community by:
  - o Developing 2-4 events per quarter
  - o Ensuring the balance of educational and social programming offered by the office,
  - o Co-sponsoring with at least three other ROP offices in the academic year.

#### Position Responsibilities

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the ROP Director for the budgets of Legal Information Center.
  - o Developing quarterly and annual budget plans and projections,
  - o Regularly reviewing and maintaining budgets through Budget Tracker and Banner.

- **Ensure that all Legal Information staff and interns perform the responsibilities of their jobs by:**
  - o Conducting new employee orientation,
  - o Supervising these personnel,
  - o Developing training materials and opportunities,
  - o Coordinating and facilitating LIC staff meetings,
  - o Providing on-going feedback and conducting evaluations,
  - o Requiring staff members to fill out client traffic sheets,
  - o Providing recognition to staff for their accomplishments and contributions,
  - o Ensuring that all required paperwork is complete and turned in on time.
- **Ensure that the Legal Information Center serves the diverse needs of the student body by:**
  - o Coordinating the process of establishing short and long-term goals within the LIC
  - o Serving as the LIC's primary liaison to the Western community,
  - o Regularly debriefing events with staff and interns.
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
  - o Being available for speaking engagements and newspaper and radio interviews as needed.
  - o Performing other duties as needed or assigned.

#### **Salary**

This position will receive a pay grade X, FTE 1.00 which is approximately \$0,000 per position term.

#### **Reportage**

This position reports directly to the Resource and Outreach Programs 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 22, 2013.



**Associated Students of Western Washington University**  
**AS Resource & Outreach Programs**  
**AS Veterans Outreach Center Coordinator**

**About the Position**

The AS Veterans Outreach Center (VOC) Coordinator is responsible for fulfilling the office mission statement and coordinating and supervising the events and day-to-day operations of the VOC.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The Veterans Outreach Center (VOC) is dedicated to providing a confidential and non-judgmental source of support and community for student veterans and their allies. The VOC does this by providing an informal social support network, events, safe space, resources and referrals. In addition, the VOC is an advocate for veterans on Western's campus and strives to create a united community dedicated to support and understanding.

**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**

- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities
- Knowledge of or experience with event planning
- Knowledge of Veteran's issues and identities
- Ability to speak in front of large crowds
- Knowledge of or experience with event planning
- Ability to facilitate small group discussion/interaction

### **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 Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication,
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloging.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:

- o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities,
- o Promoting teamwork and collaboration throughout all the ROP offices,
- o Assisting with the coordination of activities, materials, and tabling schedules for ROP Involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase,
- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Veteran Outreach Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the VOC by:
  - o Coordinating all office meetings as necessary.
  - o Establishing and maintaining an effective working relationship with all VOC staff,
  - o Planning short and long-term goals for the VOC with office staff and the ROP Director,
  - o Continually receiving feedback from participants of events and services through appropriate means of evaluation,
  - o Maintaining continual communication with VOC staff and interns outside of meetings.
- Promote Veteran events and services to the campus community by:
  - o Being aware of and promoting Veteran related events.
  - o Fostering and enhancing working relationships and communication with all Veteran clubs and organizations on campus,
  - o Publicizing VOC services, programs, and events through social networking, Publicity Center requests, and other media.
- Foster working relationships with related campus and community resources by:
  - o Collaborating with related clubs and organizations on campus.
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Veteran's Center, Veteran's Relief Fund, Vet Corp Navigator, Veterans Affairs, and Veterans Health Care.
- Create an atmosphere of Veteran-inclusivity within the office and programs by:
  - o Portraying a diverse representation of the Veteran identity,
  - o Striving to include all gender identities and expressions within the office,
  - o Specifically outreaching to marginalized identities within the Veteran community.
- « Provide educational, social, and community building opportunities to the campus community by:
  - o Developing 2-4 events per quarter including the following:
    - o Coordinating at least one event each year that provides the opportunity for student Veterans to share their experiences (for example, the Soldier's Stories and Soldiers after War panels).

- o Ensuring the balance of educational and social programming offered by the office.
- o Co-sponsoring with at least three other ROP offices in the academic year.

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#### Position Responsibilities

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the ROP Director for the budgets of the Veteran's Outreach Center and Veteran's Day Ceremony,
  - o Developing quarterly and annual budget plans and projections,
  - o Reviewing, tracking, and maintaining budgets on a regular basis.
- Ensure that the Veteran's Outreach Center serves the diverse needs of the student body by:
  - o Completing a beginning of the year assessment of student Veteran needs and interests,
  - o Coordinating the process of establishing short and long-term goals within the VOC.
  - o Serving as the VOCs primary liaison to the Western community,
  - o Regularly debriefing events with staff and interns.
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- Foster a safe and Inclusive campus for Veterans by:
  - o Further developing the campus community's Veteran's Safe Zone Training while working with the Western Veterans Club,
  - o Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities,
  - o Serving as or appointing a representative from the VOC to the Westerns Veterans Club.
- Deliver educational, social, and community building opportunities to the campus community by:
  - o Ensuring the balance of educational and social programming offered by the office.
  - ~~o Coordinating at least 3 events per quarter.~~
  - ~~o Coordinating at least one event each year that provides the opportunity for student Veterans to share their experiences (for example, the Soldier's Story and Soldiers after War panels).~~
  - o Coordinating informal bi-weekly social gatherings/dinners to build and strengthen the veteran community.
  - o Participating in the Veteran Affairs Office's New Student Veteran sponsorship program,
  - ~~o Co-sponsoring with at least three other ROP offices in the academic year.~~
  - o Planning and implementing a Veteran's Day Ceremony.
  - o Spending a quarter of weekly office hours in the Veteran's Affairs Office, coordinated with Veteran's Certifying Official.

#### Salary

This position will receive \$5,463.97 per position term (about \$302.47 twice per month).

#### Reportage

This position reports directly to Resource & Outreach Programs Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students Is an Equal Opportunity Employer.  
Revised March 6, 2012 by motion ASB-12-W-40



**Associated Students of Western Washington University**  
**Resource & Outreach Programs**  
**Social Issues Resource Center Coordinator**

**About the Position**

The AS Social Issues Resource Center (SIRC) Coordinator is responsible for coordinating and supervising the events and day-to-day operations of the SIRC.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Social Issues Resource Center Resource Center (SIRC) is responsible for raising awareness about social issues, including those issues not commonly represented in mainstream media, and inspiring students to be more active and engaged citizens. The SIRC facilitates the sharing of diverse perspectives by providing resources, information, and the coordination of events. It also serves as a networking center for related AS clubs and community organizations.

**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 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.
- Must have continually possessed a valid driver's license over the past 24 months.

#### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning
- Knowledge of social issues
- Ability to speak in front of large crowds

#### **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.

#### **AS Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.

- 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 Providing a confidential, safe, and inclusive space for students,
- o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
- o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities,
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms,
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Social Issues Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the SIRC by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all SIRC staff
  - o Plan short- and long-term goals for the SIRC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with SIRC staff and interns outside of meetings
- Promote social issues events and services with the campus community by:
  - o Fostering and enhancing working relationships and communications with all social issues clubs and organizations on campus
  - o Publicizing SIRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other materials.
- Foster working relationships with related campus and community resources by:
  - o Collaborating with all social issues-related clubs and organizations on campus

- o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Community to Community Development, Ethnic Student Center, Partners Promoting Equality, Western's Counseling Center.
- Create an atmosphere of inclusion within the offices and programs by:
  - o Portraying a diverse representation of identities
  - o Outreaching specifically to marginalized identities within the Western community
- Provide educational, social, and community building opportunities to the campus community in relation to the SIRC's mission by:
  - o Developing 3-64-8 events within the SIRC's per quarter which include the following annual events:
    - Annual Activism Conference
    - Social Issues Club Summit as a stand-alone event of as part of a larger event
    - \_\_\_\_\_

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**Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the ROP Director for the budgets of Social Issues Resource Center and Annual Activism Conference
  - o Developing quarterly and annual budget plans and projections
  - o Reviewing, tracking, and maintaining budgets on a regular basis
  - o Completing this task,
  - o Completing this task.
- Ensure that the SIRC Assistant Coordinator, SIRC Outreach Coordinator, and all SIRC interns perform the responsibilities of their jobs by:
  - o Supervising these personnel
  - o Developing training materials and opportunities
  - o Coordinating and facilitating SIRC staff meetings
  - o Providing on-going feedback and conducting evaluations
  - o Requiring staff members to fill out client traffic sheets
  - o Providing recognition to staff for their accomplishments and contributions
  - o Approving all events and activities, in conjunction with the ROP Director, sponsored by the SIRC
  - o Completing this task,
  - o Completing this task.
- Ensure that the Social Issues Resource Center serves the diverse needs of the student body by:

- o Coordinating the process of establishing short and long-term goals within the SIRC
- o Serving as the SIRC's primary liaison to the Western community
- o Regularly debriefing events with staff and interns
- o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.)
- o Completing this task,
- o Completing this task,
- o Completing this task.

Ensure this result

- o Completing this task,
- o Completing this task.

• Deliver educational, social, and community building opportunities to the campus community by:

- o Ensuring programs from the office reflect a variety of interests, identities, and Ideologies

e—Coordinating at least 6 events per quarter with the Assistant Coordinator taking the lead on at least three events per quarter

- Coordinating the annual Activism Conference

"^Coordinating at least one event per quarter geared towards an audience of 250 people or more

\*o Co-sponsoring with at least three other ROP offices in the academic year.

- o Completing this task.

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**Salary**

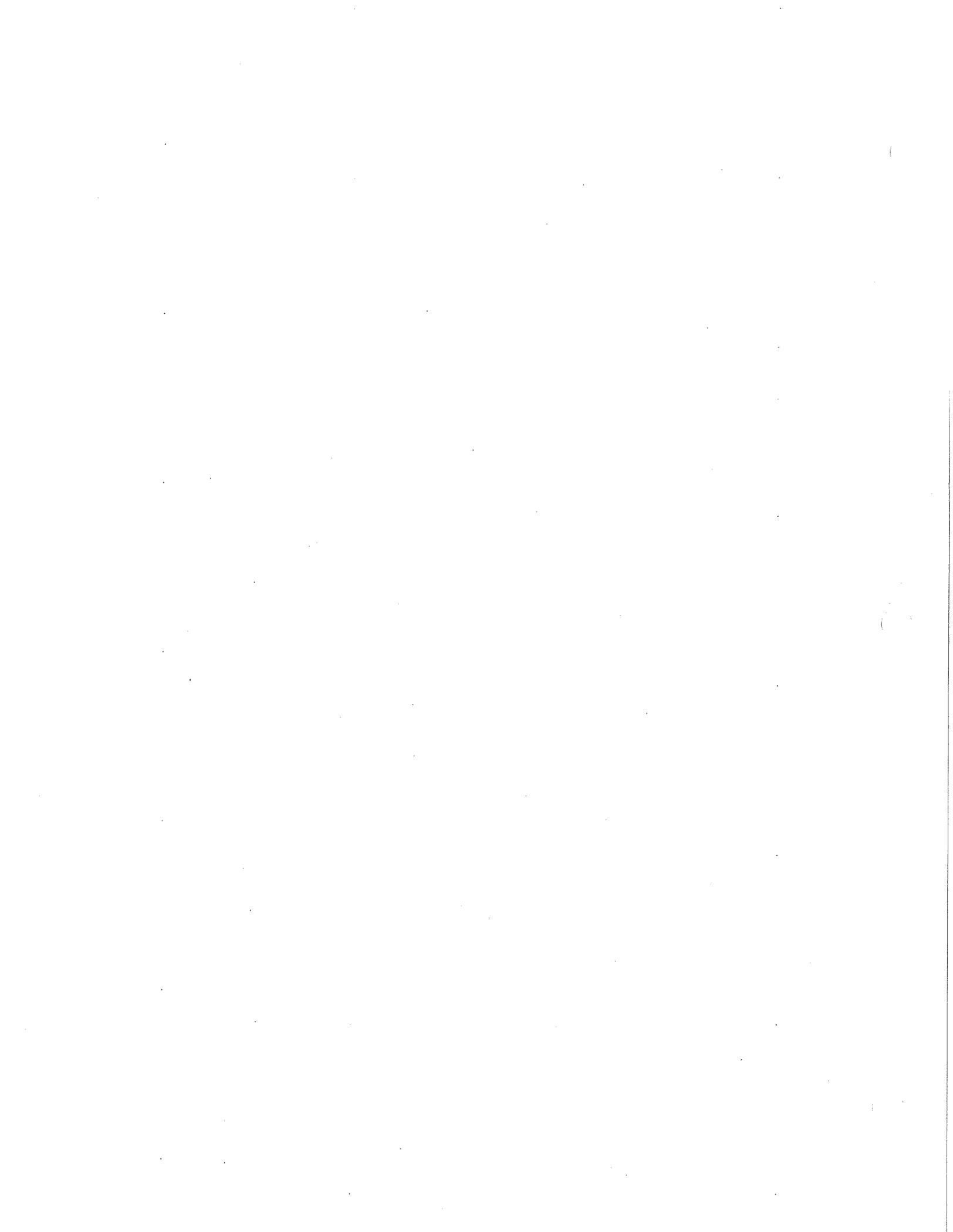
This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

**Reportage**

This position reports directly to the ROP 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 22, 2013 February 7, 2013 January 30, 2013.





**Associated Students of Western Washington University**  
**Resource and Outreach Programs**  
**Social Issues Resource Center Assistant Coordinator**

**About the Position**

The Social Issues Resource Center Assistant Coordinator is responsible for assisting in the coordination of events and day-to-day operations of the SIRC.

**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 Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Social Issues Resource Center Resource Center (SIRC) is responsible for raising awareness about social issues, including those issues not commonly represented in mainstream media, and inspiring students to be more active and engaged citizens. The SIRC facilitates the sharing of diverse perspectives by providing resources, information, and the coordination of events. It also serves as a networking center for related AS clubs and community organizations.

**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 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.
- Must have continually possessed a valid driver's license over the past 24 months.

#### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities
- Knowledge of social issues
- Ability to speak in front of large crowds
- Knowledge of or experience with event planning
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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.

#### **AS Resource and Outreach Programs Responsibilities**

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

- o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
- 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 Providing a confidential, safe, and inclusive space for students,
- o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
- o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities,
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms,
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

**Social Issues Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the SIRC by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all SIRC staff
  - o Plan short- and long-term goals for the SIRC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with SIRC staff and interns outside of meetings
- Promote social issues events and services with the campus community by:
  - o Fostering and enhancing working relationships and communications with all social issues clubs and organizations on campus
  - o Publicizing SIRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other materials.

- Foster workine relationships with related campus and community resources by:
  - o Collaborating with all social issues-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Community to Community Development, Ethnic Student Center, Partners Promoting Equality, Western's Counseling Center,
- Create an atmosphere of inclusion within the offices and programs by:
  - o Portraying a diverse representation of identities
  - o—Outreaching specifically to marginalized identities within the Western community

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- « Provide educational, social, and community building opportunities to the campus community in relation to the SIRC's mission by:
  - o Developing 3-64-8 events within the SIRC's per quarter which include the following annual events:
    - \* Annual Activism Conference
    - \* Social Issues Club Summit as a stand-alone event of as part of a larger event
    - \_\_\_\_\_

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**Position Responsibilities**

- Continue to foster a safe and inclusive campus by: -

Completing this task.

Completing this task.

- Deliver educational, social, and community building opportunities to the campus community by:
  - o Ensuring programs from the office reflect a variety of interests, identities, and ideologies
  - o—Coordinating at least 6 events per quarter with the Coordinator, taking the lead for at least three events per quarter
    - Coordinating the annual Activism Conference
  - \*o Coordinating at least one event per quarter geared towards an audience of 250 people or more *1642*
  - o Co-sponsoring with at least three other ROP offices in the academic year.

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- Provide avenues and education for creative activism by:
  - o Leading at least one large-scale community art project on Western's campus
  - o Empowering other students to express themselves through art as activism
- Coordinate the SIRC Intern Program by:
  - o Coordinating the recruitment/search for interns in Fall quarter
  - o Facilitating training for all work study and volunteer Interns
  - o Providing direction and management of intern projects and tasks
  - o Ensuring effective communication between office staff and interns

**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 SIRC Coordinator.

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

The Associated Students is an Equal Opportunity Employer. Revised ~~February 22, 2013~~ ~~February 7, 2013~~ ~~January 30, 2013~~.





**Associated Students of Western Washington University**  
**Resource & Outreach Programs**  
**Queer Resource Center Coordinator**

**About the Position**

The AS Queer Resource Center (QRC) Coordinator is responsible for coordinating and supervising the events and day-to-day operations of the QRC.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life *experience*.

The AS Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe space services, and resources to students who identify as Queer and their allies. The QRC does this by outreaching and building community among Western students of all diverse backgrounds, advocating and educating about the Queer identity through a variety of events and an extensive library, networking Queer clubs, providing counseling services, and confronting prevalent issues within the Queer 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.

**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.
- Must have continually possessed a valid driver's license over the past 24 months.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work Independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning
- Knowledge of Queer issues and Identities
- Ability to speak In front of large crowds
- Knowledge of or experience with event planning

### **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.

### **AS Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:

- o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
- o Promoting teamwork and collaboration throughout all the ROP offices,
- o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Queer Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - o Attending all office meetings as scheduled
  - o Participating in the development and implementation of the QRC midyear assessment
  - o Establishing and maintaining an effective working relationship with all QRC staff
  - o Plan short- and long-term goals for the QRC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with QRC staff and interns outside of meetings
- Promote Queer events and services with the campus community by:
  - o Being aware of and posting Queer related events to the physical and online Queer Calendar of Events.
  - o Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus
  - o Publicizing QRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with related campus and community resources by:
  - o Collaborating with all Queer-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Evergreen AIDS Foundation, Sean Flumphrey Flouse, Partners Promoting Equality, Western's Counseling Center, the LGBT Advocacy Council, and the Queer Youth Project.
- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of the Queer identity
  - o Striving to include all gender identities and expressions within the office
  - o Outreaching specifically to marginalized identities within the Queer community
- Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by:

o Developing 3-64-8 events within the QRC per quarter which include the following annual events:

■ Coordinatine at least one Queer Club Summit as a stand-alone event or as part of a larger event

— Coordinating the annual Ice Cream Social (within the first two weeks of fall quarter).

. HIV/AIDS benefit show, and Pride Month fMavt

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#### Position Responsibilities

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

o Serving as co-budget authority with the ROP Director for the budgets of Queer Resource Center, Pride Month, QRC Weekly Series, and Drag Show  
Serving as co-budget authority with the ROP Director for the budgets of Queer Resource Center, Pride Month, and Drag Show

- o Developing quarterly and annual budget plans and projections
- o Reviewing, tracking, and maintaining budgets on a regular basis
- o Completing this task,
- o Completing this task.

• Ensure that the QRC Assistant Coordinator, QRC Weekly Series Coordinator, and all QRC interns perform the responsibilities of their jobs by:

- o Supervising these personnel
- o Developing training materials and opportunities
- o Coordinating and facilitating QRC staff meetings
- o Providing on-going feedback and conducting evaluations
- o Requiring staff members to fill out client traffic sheets
- o Providing recognition to staff for their accomplishments and contributions
- o Approving all events and activities, in conjunction with the ROP Director, sponsored by the QRC
- o Completing this task,
- o Completing this task.

• Ensure that the Queer Resource Center serves the diverse needs of the student body by:

- o Leading QRC staff in the mid-year assessment
- o Coordinating the process of establishing short and long-term goals within the QRC
- o Serving as the QRC's primary liaison to the Western community
- o Regularly debriefing events with staff and interns
- o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.)
- o Completing this task,
- o Completing this task,
- o Completing this task.

• Continuing to foster a safe and inclusive campus by:

- o Further developing the campus community's Safe Zone Training while working with the LGBT Advocacy Council Assisting the Education Coordinator with further development of the campus community's Safe Zone Training
- o Providing classroom presentations as requested by faculty
- o Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities
- o Serving or appointing someone as QRC representative on the LGBT Advocacy Council
- o Completing this task,
- o Completing this task.
- Deliver educational, social, and community building opportunities to the campus community by:
  - o Ensuring the balance of educational and social programming offered by the office
  - o ~~Coordinating at least 4 events per quarter with the Assistant Coordinator~~
    - ~~Coordinating at least one Queer Club Summit as a stand-alone event or as part of a larger event~~
    - ~~Coordinating the annual Ice Cream Social (within the first two weeks of fall quarter), Queer Dating Game, HIV/AIDS benefit Drag Show, and Pride Month (May)~~
  - o ~~Coordinating one event per quarter geared toward an audience of 250 people or more.~~
  - o ~~Co-sponsoring with at least three other ROP offices in the academic year.~~
  - o ~~Supervising the Weekly Series program~~
  - o Supervising the residence hall programs
  - o Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc.
  - o Maintaining a balanced representation in programming for/about multiple identities
  - o Completing this task.

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**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 ROP 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 22, 2013 February 7, 2013 January 30, 2013.





**Associated Students of Western Washington University**  
**Resource and Outreach Programs**  
**Queer Resource Center Assistant Coordinator**

**About the Position**

The Queer Resource Center Assistant Coordinator is responsible for providing programs and information for the residence halls, assisting in the coordination of events, and day-to-day operations of the QRC.

**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 Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe space services, and resources to students who identify as Queer and their allies. The QRC does this by outreaching and building community among Western students of all diverse backgrounds, advocating and educating about the Queer identity through a variety of events and an extensive library, networking Queer clubs, providing peer counseling services, and confronting prevalent issues within the Queer 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 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.

- Must have continually possessed a valid driver's license over the past 24 months.

#### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities
- Knowledge of Queer issues and Identities
- Ability to speak in front of large crowds
- Knowledge of or experience with event planning
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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.

#### **AS Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities,
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP Involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - o Establishing and maintaining active working relationships with other ROP team members,
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Queer Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - o Attending all office meetings as scheduled
  - o Participating in the development and implementation of the QRC midyear assessment
  - o Establishing and maintaining an effective working relationship with all QRC staff
  - o Plan short- and long-term goals for the QRC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with QRC staff and interns outside of meetings
- Promote Queer events and services with the campus community by:
  - o Being aware of and posting Queer related events to the physical and online Queer Calendar of Events.
  - o Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus
  - o Publicizing QRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with related campus and community resources by:
  - o Collaborating with all Queer-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Evergreen AIDS Foundation, Sean Humphrey House, Partners Promoting Equality, Western's Counseling Center, the LGBT Advocacy Council, and the Queer Youth Project.
- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of the Queer identity
  - o Striving to include all gender identities and expressions within the office
  - o Outreach specifically to marginalized identities within the Queer community

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» Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by^

o Developing 4-8 events within the QRC per quarter which include the following annual events:

■ Coordinating at least one Queer Club Summit as a stand-alone event or as part of a larger event

\* Coordinating the annual Ice Cream Social (within the first two weeks of fall quarter), HIV/AIDS benefit show, and Pride Month (May)

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### Position Responsibilities

• Continuing to foster a safe and inclusive campus by:

- o ~~Coordinating and facilitating at least two Guess the Straight Person Panel presentations in residence halls each quarter. This includes recruiting, training, and scheduling panelists~~
- o Providing classroom presentations as requested by faculty
- o ~~Serving as a liaison to the residence halls for queer-related questions or resources~~  
Serving as a liaison to the residence halls for queer-related questions, events, or resources
- o Attending one residence hall council meeting in each residence hall over the course of the year to provide information about the Guess the Straight Person Panel and the Queer identity.
- o Completing this task,
- o Completing this task,
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- o Completing this task.

• Deliver educational, social, and community building opportunities to the campus community by:

- o Ensuring the balance of educational and social programming offered by the office
- o ~~Coordinating at least 4 events per quarter with the Coordinator, taking the lead for at least one event per quarter~~
  - ~~Coordinating at least one Queer Club Summit as a stand-alone event or as part of a larger event~~
  - ~~Coordinating the annual Ice Cream Sodai (within the first two weeks of fall quarter), Queer Dating Game, HIV/AIDS benefit Drag Show, and Pride Month (May)~~

### **MGixfl.**

» o Coordinating one event per quarter geared toward an audience of 250 people or more.

\* o Co-sponsoring with at least three other ROP offices in the academic year,  
o Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc.

o Maintaining a balanced representation in programming for/about multiple identities

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**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 QRC Coordinator.

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

The Associated Students is an Equal Opportunity Employer. Revised February 22, 2013 February 7, 2013 January 30, 2013





**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Queer Resource Center Education Coordinator**

**About the Position**

The AS Queer Resource Center Education Coordinator outreaches to and educates the campus community on Queer issues and identities.

**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 Student Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe space services, and resources to students who identify as Queer and their allies. The QRC does this by outreaching and building community among Western students of all diverse backgrounds, advocating and educating about the Queer identity through a variety of events and an extensive library, networking Queer clubs, providing counseling services, and confronting prevalent issues within the Queer 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.

**AS Employment Qualifications**

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

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning
- Knowledge of Queer issues and identities
- Experience in group facilitation

### **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 Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloging.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices.

- o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Queer Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - o Attending all office meetings as scheduled by the QRC Coordinator,
  - o Participating in the development and implementation of the QRC midyear assessment
  - o Establishing and maintaining an effective working relationship with all QRC staff
  - o Plan short- and long-term goals for the QRC with office staff and the ROP Director
- Promote Queer events and services with the campus community by:
  - o Being aware of and posting Queer related events to the physical and online Queer Calendar of Events.
  - o Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus
  - o Publicizing QRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with related campus and community resources by:
  - o Collaborating with all Queer-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Evergreen AIDS Foundation, Sean Humphrey House, Partners Promoting Equality, Western's Counseling Center, the LGBT Advocacy Council, and the Queer Youth Project.
- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of the Queer identity
  - o Striving to include all gender Identities and expressions within the office
  - o Outreaching specifically to marginalized Identities within the Queer community
- Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by:
  - o Developing 3-M-8 events within the QRC per quarter which include the following annual events:
    - Coordinating at least one Queer Club Summit as a stand-alone event or as part of a larger event

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o ■ Coordinating the annual Ice Cream Social (within the first two weeks of fall quarter).

HIV/AIDS benefit show, and Pride Month fMayf

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#### **Position Responsibilities**

- Deliver educational opportunities on Queer issues to the campus community by:
  - o Coordinating at least three events educational per quarterCoordinating : educational per quarter
  - o Putting on a Coming Out Stories event within a week of National Coming Out Day
  - o Arranging for guest presenters
  - o Presenting topics and/or facilitating discussions at some events
  - o Maintaining a balanced representation in programming for/about multiple identities
  - o Outreaching to faculty to solicit opportunities to give class presentations
  - o ~~Working with the Assistant Coordinator on Guess the Straight Person Panels~~
  - o Further developing the campus community's Safe Zone Training
- Ensure that the QRC provides quality programming to the campus community by:
  - o Assessing the needs and interests of the community
  - o Making necessary facility reservations
  - o Completing all programming paperwork on time
  - o Performing other duties as needed or assigned by the QRC Coordinator or the ROP Director

#### **Salary**

This position will receive approximately \$0,000 per position term (about \$ twice per month).

#### **Reportage**

This position reports directly to QRC Coordinator.

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

The Associated Students Is an Equal Opportunity Employer.

Revised March 28, 2012 by motion ASB-12-S-5.



**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Sexual Awareness Center Coordinator**

**About the Position**

The AS Sexual Awareness Center (SAC) Coordinator is responsible for implementing and maintaining the SAC Statement of Purpose and goals of the office, supervising all volunteers and work study staff, and coordinator the compilation of resources for students. The SAC exists to encourage students to make active and informed choices about sexual attitudes, behaviors, and identities. The SAC works to provide the Western community with support, the opportunity to exchange ideas and educate themselves through programming, resource referral, and the development of a "safe space" on campus.

**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 ROP provide information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

**Terms of Position**

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**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.
- Ability to work collaboratively with multiple people and organizations
- Able to work flexible hours
- Basic knowledge of department and position specific responsibilities.
- 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 within deadlines and problem solve
- Knowledge of or experience with event planning
- Ability to facilitate small group discussions and interactions
- Ability to create a space that makes people feel welcome at events and at the office
- Ability to work independently and responsibly, while supervising others.
- Knowledge and passion about sexual health, behaviors, and identities.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
  - Attending all AS staff development events including, but not limited to: 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.

### **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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,
  - Providing a confidential, safe, and inclusive space for students,
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.

- o Promoting teamwork and collaboration throughout all the ROP offices,
- o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### Sexual Awareness Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Sexual Awareness Center by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all SAC staff
  - o Plan short- and long-term goals for the SAC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with SAC staff and interns outside of meetings
- Promote sexual health and identity related events and services to the campus community by:
  - o Being aware of and posting sexual health and identity related events to appropriate calendars.
  - o Publicizing SAC services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with all related clubs and organizations on campus,
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: Prevention and Wellness Services, Student Health Center, Planned Parenthood, Evergreen AIDS Foundation, and DVSAS.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
  - o Portraying a diverse representation of sexual awareness topics,
  - o Striving to include all sexual health and identity issues pertinent to students,
  - o Assessing and being responsive to student's needs.
- Provide educational, social, and community building opportunities to the campus community by:
  - o Ensuring the balance of educational and social programming offered by the office,
  - o Co-sponsoring with at least three other ROP offices in the academic year,
  - o Coordinating events that provide opportunities for student voices and perspectives to be heard.
  - o Developing 3-6 events per quarter which include the following annual events:
    - An annual kick off and welcoming event to introduce students to the SAC and the services it provides.

#### Position Responsibilities

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the ROP Director for the budgets of the Sexual Awareness Center,
  - o Developing quarterly and annual budget plans and projections,
  - o Regularly reviewing and maintaining budgets through Budget Tracker and Banner,
  - o Communicating with the assistant coordinator about the budget and resources available.
- Ensure that all Sexual Awareness Center staff, including the SAC Assistant Coordinator, and interns perform the responsibilities of their jobs by:
  - o Conducting new employee orientation,
  - o Supervising these personnel,
  - o Developing training materials and opportunities,
  - o Coordinating and facilitating SAC staff meetings,
  - o Providing on-going feedback and conducting evaluations,
  - o Requiring staff members to fill out client traffic sheets,
  - o Providing recognition to staff for their accomplishments and contributions,
  - o Ensuring that all required paperwork is complete and turned in on time.
- Ensure that the Sexual Awareness Center serves the diverse needs of the student body by:
  - o Coordinating the process of establishing short and long-term goals within the SAC.
  - o Serving as the SAC's primary liaison to the Western community,
  - o Regularly debriefing events with staff and interns.
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
  - o Being available for speaking engagements and newspaper and radio interviews as needed.
  - o Performing other duties as needed or assigned.

#### **Salary**

This position will receive a pay grade X, FTE 1.00 which is approximately \$0,000 per position term.

#### **Reportage**

This position reports directly to the Resource and Outreach Programs 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 22, 2013.



**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Sexual Awareness Center Assistant Coordinator**

**About the Position**

The AS Sexual Awareness Center (SAC) Assistant Coordinator is responsible for assisting in implementing and maintaining the SAC Statement of Purpose and goals and programs of the office. The SAC exists to encourage students to make active and informed choices about sexual attitudes, behaviors, and identities. The SAC works to provide the Western community with support, the opportunity to exchange ideas and educate themselves through programming, resource referral, and the development of a "safe space" on campus.

**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 ROP provide information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

**Terms of Position**

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**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**

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- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.

- Basic knowledge of department and position specific responsibilities.
- Knowledge and passion about sexual health, behaviors, and identities.
- Organizational and time management skills
- Ability to work within deadlines and problem solve
- Knowledge of or experience with event planning
- Ability to facilitate small group discussions and interactions
- Ability to create a space that makes people feel welcome at events and at the office
- Ability to work independently and responsibly

#### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
  - Attending all AS staff development events including, but not limited to: 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. ,

#### **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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,
  - Providing a confidential, safe, and inclusive space for students,
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the ROP offices,
  - Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase

- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Sexual Awareness Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Sexual Awareness

##### Center by:

- o Attending all office meetings as scheduled
- o Establishing and maintaining an effective working relationship with all SAC staff
- o Plan short- and long-term goals for the SAC with office staff and the ROP Director
- o Continually receiving feedback from participants of events and services
- o Maintaining continual communication with SAC staff and interns outside of meetings
- Promote sexual health and identity related events and services to the campus community by:
  - o Being aware of and posting sexual health and identity related events to appropriate calendars.
  - o Publicizing SAC services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with all related clubs and organizations on campus,
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: Prevention and Wellness Services/Student Health Center, Planned Parenthood, Evergreen AIDS Foundation, and DVSAS.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
  - o Portraying a diverse representation of sexual awareness topics,
  - o Striving to include all sexual health and identity issues pertinent to students,
  - o Assessing and being responsive to student's needs.
- Provide educational, social, and community building opportunities to the campus community by:
  - o Ensuring the balance of educational and social programming offered by the office,
  - o Co-sponsoring with at least three other ROP offices in the academic year,
  - o Coordinating events that provide opportunities for student voices and perspectives to be heard.
  - o Developing 3-6 events per quarter which include the following annual events:
    - An annual kick off and welcoming event to introduce students to the SAC and the services it provides.

#### **Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - o Discussing the budget and plans with the SAC Coordinator.
  - o Developing quarterly and annual budget plans and projections with SAC Coordinator.

- o Completing this task.
- **Help ensure that all Sexual Awareness Center staff perform the responsibilities of their jobs and create a welcoming environment by:**
  - o **Coordinating and facilitating SAC staff meetings,**
  - o **Providing on-going feedback and conducting evaluations,**
  - o Completing this task.
  - o **Providing recognition to staff for their accomplishments and contributions,**
  - o **Ensuring that all required paperwork is complete and turned in on time.**
- **Ensure that the Sexual Awareness Center serves the diverse needs of the student body by:**
  - o **Assisting in the coordination of establishing short and long-term goals within the SAC.**
  - o Completing this task.
  - o **Regularly debriefing events with staff and interns.**
  - o **Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).**
  - o **Being available for speaking engagements and newspaper and radio interviews as needed.**
  - o **Performing other duties as needed or assigned.**

**Salary**

This position will receive a pay grade X, FTE 1.00 which is approximately \$0,000 per position term.

**Reportage**

This position reports directly to the Sexual Awareness 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 February 22, 2013.



**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Women's Center Coordinator**

**About the Position**

The AS Women's Center (WC) Coordinator is responsible for facilitating the realization of the WC Statement of Purpose while supervising, training and supporting the WC Assistant Coordinator, Program Support Staff, work study staff and volunteers. The WC exists to provide the Western community with support, the opportunity to exchange ideas and become aware of women's issues through programming, resource referral, and the development of a "safe space" on campus. Historically, politics and public debate on women's issues has been an integral part of the WC.

**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 Associated Students Resource & Outreach Programs (ROP) provides Information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Women's Center is committed to supporting, educating and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

**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**

- Organizational and time management skills.
- Personable demeanor that makes people feel welcome at events and at the office.
- 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.
- Able to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge and passion about gender issues

**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.

**Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication

- o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Women's Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center  
by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all WC staff
  - o Plan short- and long-term goals for the WC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with WC staff and interns outside of meetings
- Promote gender-related events and services to the campus community by:
  - o Being aware of and posting gender-related events to appropriate calendars,
  - o Publicizing Women's Center services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with all gender-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Women's Empowerment and Violence Education (WEAVE), Crime and Sexual Assault Services (CASAS), Western Men Against Violence, Womencare Shelter, Domestic Violence and Sexual Assault Services (DVSAS), VWCA, American Association of University Women (AAUW), organizations that focus on Women's health, etc.
- Create an atmosphere of gender-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of Women's identities,
  - o Striving to include all gender identities and expressions within the office,
  - o Outreaching specifically to marginalized genders.
- Provide educational, social, and community building opportunities to the campus community in relation to the Women's Center mission by:
  - o Developing g-64-8 events within the Women's Center per quarter which include the following annual events:
    - Take Back the Night rally and march.
    - Labyrinth

**Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the ROP Director for the budgets of Women's Center admin, Take Back the Night, and Labyrinth,
  - o Developing quarterly and annual budget plans and projections,
  - o Regularly reviewing and maintaining budgets through Budget Tracker and Banner.
- Ensure that all Women's Center staff, including the WC Assistant Coordinator, WC Creative Programming Coordinator, and all other WC staff perform the responsibilities of their jobs by:
  - o Conducting new employee orientation,
  - o Supervising these personnel,
  - o Developing training materials and opportunities,
  - o Coordinating and facilitating WC staff meetings,
  - o Providing on-going feedback and conducting evaluations,
  - o Requiring staff members to fill out client traffic sheets,
  - o Providing recognition to staff for their accomplishments and contributions,
  - o Considering for approval all events and activities, in conjunction with the ROP Director, sponsored by the Women's Center,
  - o Ensuring that all required paperwork is complete and turned in on time.
- Ensure that the Women's Center serves the diverse needs of the student body by:
  - o Supporting the WC Creative Programming Coordinator in the production and assessment of the journal.
  - o Coordinating the process of establishing short and long-term goals within the WC
  - o Serving as the WC's primary liaison to the Western community,
  - o Regularly debriefing events with staff and interns.
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
  - o Being available for speaking engagements and newspaper and radio interviews as needed.
  - o Performing other duties as needed or assigned.
- Deliver educational, social, and community building opportunities to the campus community by:
  - o Developing/implementing the bystander safety curriculum program,
  - o Ensuring the balance of educational and social programming offered by the office,
  - o Supporting the Creative Programming Coordinator in the planning and implementation of their required events.
  - o ~~Coordinating at least 4 events per quarter with the WC Assistant Coordinator, including:~~
    - \* ~~Take Back the Night rally and march~~
    - \* ~~Feminist Connection (fall quarter only)~~
    - \* ~~Vagina Memoirs (optional, but if coordinated, 4 nights of Vagina Memoirs counts as 3 required events)~~
  - » ~~o Coordinating at least one event per quarter geared toward an audience of 250 people or 4>~~  
more.
  - ♦ ~~o Co-sponsoring with at least three other ROP offices in the academic year.~~

**Salary**

This position will receive \$5,463.97 per position term (about 302.47 twice per month).

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**Reportage**

This position reports directly to Resource and Outreach Programs Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised March 12, 2012 by motion ASB-12-W-49





**Associated Students of Western Washington University**  
**AS Resource and Outreach Programs**  
**AS Women's Center Assistant Coordinator**

**About the Position**

The AS Women's Center (WC) Assistant Coordinator is responsible for assisting in the coordination of events and day-to-day operations of the WC. The WC exists to provide the Western community with support, the opportunity to exchange ideas and become aware of women's issues through programming, resource referral, and the development of a "safe space" on campus. Historically, politics and public debate on women's issues has been an integral part of the WC.

**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 Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Women's Center is committed to supporting, educating and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

**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**

- Organizational and time management skills.
- Personable demeanor that makes people feel welcome at events and at the office.
- 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.
- Able to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge and passion about gender issues

#### **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.

#### **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:

- o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
- o Promoting teamwork and collaboration throughout all the ROP offices,
- o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- o Establishing and maintaining active working relationships with other ROP team members,
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms,
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

**Women's Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all WC staff
  - o Planning short- and long-term goals with the WC Coordinator and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with WC staff and interns outside of meetings
- Promote gender-related events and services to the campus community by:
  - o Being aware of and posting gender-related events to appropriate calendars,
  - o Publicizing Women's Center services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with gender-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Women's Empowerment and Violence Education (WEAVE), Crime and Sexual Assault Services (CASAS), Western Men Against Violence, Womenscare Shelter, Domestic Violence and Sexual Assault Services (DVSAS), YWCA, American Association of University Women (AAUW), organizations that focus on Women's health, etc.
- Create an atmosphere of gender-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of Women's identities,
  - o Striving to include all gender identities and expressions within the office,
  - o Outreaching specifically to marginalized genders.

« Provide educational, social, and community building opportunities to the campus community in relation to the Women's Center, mission by:

o Developing B-M events within the Women's Center, per quarter which include the following annual events:

- Take Back the Night rally and march
- Feminist Connection (fall quarter only)
- Labyrinth Journal r

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## Position Responsibilities

- Ensure that the Women's Center serves the diverse needs of the student body by:
  - o Assisting with the maintenance of resource and referral contacts for the WC.
  - o Aiding in the process of establishing short and long-term goals within the WC.
  - o Serving as a liaison to the Western community.
  - o Assisting with the coordination of the Assistant Coordinator for Creative Programming, volunteers and work-study students,
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
  - o Being available for speaking engagements and newspaper and radio interviews as needed.
  - o Performing other duties as needed or assigned.
  
- Deliver educational, social, and community building opportunities to the campus community by:
  - o Developing/implementing the bystander safety curriculum program
  - o Coordinating at least 4 events per quarter with the WC Coordinator, including:
    - ~~Take Back the Night rally and march~~
    - Feminist Connection (fall quarter only)\*
    - Vagina Memoirs (optional, but If coordinated, 4 nights of Vagina Memoirs counts as 3 required events).
  - » o Coordinating at least one event per quarter geared toward an audience of 250 people or more.
  - » o Co-sponsoring with at least three other ROP offices in the academic year.

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## Salary

This position will receive \$ per position term (about twice per month).

## Reportage

This position reports directly to the AS Women's 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 March 12, 2012 by motion ASB-12-W-50.



**Associated Students of Western Washington University**  
**AS ROP Women's Center**  
**AS Women's Center Assistant Coordinator for Creative Programming**

**About the Position**

The AS Women's Center (WC) Assistant Coordinator for Creative Programming serves as editor for the Labyrinth journal and implements creative expression events, among other related activities. These events should follow the mission of the Women's Center and primarily increase awareness, accessibility, and appreciation for the Labyrinth Journal.

**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 Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Women's Center (WC) is committed to supporting, educating and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

**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**

- Knowledge of and/or experience with cultivating personal expression through artistic mediums
- Interest in facilitating programs based on art and individual expression
- Ability to introduce the Labyrinth to students in an articulate, professional, and effective manner
- Ability to support creative and innovative approaches to the development of the Labyrinth journal
- 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.
- Interest in Women's and gender related issues and identities
- Basic knowledge of department and position specific responsibilities
- Knowledge of or experience with event planning

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner  
by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: 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.

### **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - 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 Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Women's Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center  
by:
  - o Attending all office meetings as scheduled.
  - o Establishing and maintaining an effective working relationship with all WC staff,
  - o Planning short- and long-term goals for the WC with office staff and the ROP Director,
  - o Continually receiving feedback from participants of events and services,
  - o Maintaining continual communication with WC staff and interns outside of meetings.
- Promote gender-related events and services to the campus community by:
  - o Being aware of and posting gender-related events to appropriate calendars,
  - o Publicizing Women's Center services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with gender-related clubs and organizations on campus,
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Women's Empowerment and Violence Education (WEAVE), Crime and Sexual Assault Services (CASAS), Western Men Against Violence, Womencare Shelter, Domestic Violence and Sexual Assault Services (DVSAS), YWCA, American Association of University Women (AAUW), organizations that focus on Women's health, etc.
- Create an atmosphere of gender-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of Women's identities,
  - o Striving to include all gender identities and expressions within the office,
  - o Outreaching specifically to marginalized genders.
- « Provide educational, social, and community building opportunities to the campus community in relation to the Women's Center mission by:
  - o Developing 3-€4-8 events within the Women's Center per quarter which include the following annual events:
    - Take Back the Night rally and march.
    - \* Labyrinth

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**Position Responsibilities**

- Provide platforms of creative expression for the campus community by:
  - o Planning and implementing gender-related events based on personal expression and identity exploration, targeted at generating interest in the Labyrinth Journal, which could include writing workshops, erotic poetry, and spoken word: two in fall and one in spring,
  - o Assisting Women's Center staff in their event programming,
  - o Performing other duties as needed or assigned.
- Ensure that the Women's Center's annual Labyrinth journal is a quality publication by:
  - o Developing a theme relating to celebrating gender expression, identity, and/or feminist discourse.
  - o Establishing deadlines for submissions and creative programming,
  - o Facilitating an open call for submissions.
  - o Promoting initial submissions through publicity, class raps, social media, and other methods designed to reach a diverse population of students,
  - o Developing and implementing programs intended to foster support for and submissions to Labyrinth.
  - o Working with the Publicity Center on the design and structure,
  - o Working with the Women's Center Coordinator to keep the production within budget,
  - o Recruiting and training volunteers to assist in submission evaluation and publicity such as classroom outreach.
  - o Reviewing and evaluating all submissions, selecting some for print and display, and corresponding with submitters
  - o Working with the AS VU Gallery Director to plan and implement a VU Gallery showing,
  - o Distributing the Labyrinth journal to appropriate campus venues and advertising its availability

**Salary**

This position will receive approximately \$4,838.06 per position term (about \$254.63 twice per month).

**Reportage**

This position reports directly to AS Women's 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 March 12, 2012 by motion ASB-12-W-51.