



"Info Fair Assistant"

Proposed Motions: *Approve the Information Fair Assistant job description for 2013.*

Sponsor: *Hung Le, AS Vice President for Business and Operations*

Persons of Contact: *Cindy Monger*

Date: *August 1, 2013*

Attached Document

There is a copy of the new job description as well as the AS Board Assistant for Fall Info Fair with track for your reference.

Background & Context

The Personnel Committee passed this motion on June 6, 2013

PC-13-S-27 Approve Cindy Monger's request to hire Brandi Ball for Info Fair Coordinator with the expectation that they hire someone later in the summer to cover the last day of the Info Fair. **Passed**

Brandi Ball Is going to graduate school next year and is required to attend an all-day orientation on the second day of the fair. The search committee and the Personnel Committee hired her with the understanding that a second person would need to be hired to staff the second day of the fair.

Summary of Proposal

This is a new job description for the Info Fair Assistant their sole duty will be to help staff the second day of the fair. It includes adequate time for training and attendance at the two days of the fair. It is necessary for them to attend the first day of the fair because that is when guidelines and agreements are set that could affect the second day as well as for training purposes. This is coming as a personnel item because the concept and original job description have been approved.

Fiscally

The cost of this position is estimated at not to exceed \$500. The Info Fair is a self-sustaining budget and should have the funds to cover this expense. It should require no additional funds from the AS.

Rationale

The Info Fair is one of the biggest events that happens on campus and it is important to have a staff person available during the fair on both days.



Associated Students of Western Washington University

AS Board of Directors
Fall Info Fair Assistant
Hourly Position

About the Position

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. The AS Board Assistant for the Fall Information Fair Assistant This position provides customer service to the AS, campus, and community participants in the fair on both days of the event. The position will leave a short legacy document about their experience.

About the Department

The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

Term of Position

Position begins on the Monday, September 16th and ends Wednesday, September 25th. This position will work no more than 50 hours.

AS Employment Qualifications

- In spring and fall quarters, maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates (summer classes are not required).
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position. Note: must *not* be an ASEmployee who is required to attend all of AS fall training.

Preferred Qualifications

- Pleasant and professional telephone, email and face to face manners.
- Ability to work with diverse groups of people.
- Ability to work collaboratively towards a common goal.
- Excellent time management and organizational skills.
- Ability to work in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Experience with large scale activity or event execution.
- Ability to balance excessive demands under stressful circumstances (mostly during the event).
- Ability to handle complaints in a professional manner,
- Excellent customer service skills.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Attending all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events,
 - o Being knowledgeable of the AS organization and its general operations.

Position Responsibilities

- Ensure the continued success of the AS Fall Information Fair by:
 - o Training with the AS Board Assistant for the Fall Information Fair the week before the event and on the first day of the fair from 7 am-5pm on September 23rd.
 - o Being the on-site contact person the second day of the event, handling any customer service issues that may arise. Work hours will be from at least 7 am -5 p.m. on September 24th (with a one hour lunch break),
 - o Communicating with departments, club representatives, businesses and not-for-profit organizations by telephone, email, social networking sites, and in person about their involvement with the AS Info Fair,
 - o Completing a summary of any issues, observations or concerns about the second day of the event.
 - o Being in constant communication with the Program Assistant about all aspects of the event.

Wage This position will receive a Level II wage, which is set for this position at \$9.25 per hour.

Reportage

This position reports directly to the AS Board Program Assistant.

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

The Associated Students is an Equal Opportunity Employer.

Revised on April 24, 2013 by motion ASB-13-S-21.



Associated Students of Western Washington University

AS Board of Directors

~~AS Board Assistant for the Fall Info Fair~~ Fair Assistant

Hourly Position

About the Position

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. The AS Board Assistant for the Fall Information Fair Assistant is also responsible for the administrative duties associated with the event. This position provides customer service to the AS, campus, and community participants in the fair throughout the summer and on both days of the event. ~~In fall quarter the position works to close out the Info Fair, conduct a survey and leave a detailed legacy document. The position will leave a short legacy document about their experience. Additionally the assistants will be assigned tasks by the AS Board Program Assistant.~~

About the Department

The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

Term of Position

Position begins on the Monday* ~~before Summer classes begin~~ September 16th and ends ~~no later than 2 weeks after the beginning of fall quarter~~ Wednesday, September 25th. This position ~~works between~~ will work no more than 50 hours. 15-19 hours per week in June, July, August and October as well as between 15-30 hours per week during September. Each month there will be a cap on hours; [June - 15 hours, July - 75 hours, Aug - 75 hours, Sept - 120 hours, October - 40 hours.]

AS Employment Qualifications

- In spring and fall quarters, maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates (summer classes are not required).
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position. Note: must ~~«of~~ be an AS Employee who is required to attend all of AS fall training.

Preferred Qualifications

- ~~Clerical and office skills ;~~
- ~~Proficiency in word processing, complex spreadsheets, and mail merge.~~
- Pleasant and professional telephone, email and face to face manners.
- Ability to work with diverse groups of people.
- ~~Excellent spelling and grammar skills.~~
- Ability to work collaboratively towards a common goal.
- Excellent time management and organizational skills.
- Ability to work in an atmosphere of ongoing distractions.
- Knowledge of the Associated Students offices and resources.
- Experience with large scale activity or event execution.
- Ability to balance excessive demands under stressful circumstances (mostly during the event).
- Ability to handle complaints in a professional manner.

- Excellent customer service skills.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Attending all AS staff development events, as assigned by the AS Personnel Office and departmental staff development events,
 - o Being knowledgeable of the AS organization and its general operations.

AS Board Office Responsibilities

- Ensure the success of the AS Board Office by:
 - o Posting 10-15 office hours per week as arranged with the AS Board Program Assistant.
 - o Staffing the AS Board of Directors Office, answering phones and assisting guests.
 - o Providing office coverage for the AS Board Program Assistant while on lunch or vacation.
 - o Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
 - o Performing other tasks and projects as assigned by the AS Program Assistant.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Creating and maintaining a task list for the Info Fair and detailed Legacy Document.

Position Responsibilities

- Ensure the continued success of the AS Fall Information Fair by:
 - o Attending Info Fair Management Team meetings to obtain tasks and assignments
 - o Coordinating volunteer recruitment, scheduling and tasks on event days.
 - o Training with the AS Board Assistant for the Fall Information Fair the week before the event and on the first day of the fair from 7 am-5pm on September 23rd.
 - o Being the on-site contact person the second day of the event, handling any customer service issues that may arise. Work hours will be from at least 7 am -5 p.m. on September 23rd and 24th (with a one hour lunch break).
 - o Advertising with the Western Front, AS Review, social networking sites and posters.
 - o Communicating with departments, club representatives, businesses and not-for-profit organizations by telephone, email, social networking sites, and in person about their involvement with the AS Info Fair.
 - o Maintaining a notebook containing all information gathered from Info Fair participants and all expenses incurred.
 - o Maintaining an excel spreadsheet of all participants and their requests
 - o Word processing, typing, copying, filing and distributing materials as directed.
 - o Updating the Info Fair Procedures Book, mailing lists and working with the supervisor to update job description before vacating the position.
 - o Conducting a survey of all participants and compiling results before vacating the position.
 - o Completing a summary of any issues, observations or concerns about the second day of the event.
 - o Being in constant communication with the Program Assistant about all aspects of the event.