



**“AS Local Liaison”**

**Proposed Motion:** Change the AS Local Liaison to an hourly position, approve the AS Local Liaison Hourly Job Description, and approve the transfer of \$3,300 from the AS Reserve Fund to the AS Representation and Engagement Admin (FXXREP) for the AS Local Liaison position.

**Sponsor:** Kaylee Galloway, Vice President for Governmental Affairs

**Persons of Contact:** Kaylee Galloway, Graham Marmion (AS REP Associate Director)

**Date:** August 5, 2013

**Attached Documents:**

AS Local Liaison Work Study Job Description

AS Local Liaison Hourly Job Description

**Background & Context:**

The AS Local Liaison work study position was passed July 12, 2012 by motion ASB-12-SUM-3 “Approve the Local Liaison Work Study Job Description.” This position was not filled last year, and as a result, student representation at the local level suffered. By changing this position to hourly, more students are eligible to apply, which can help the AS in filling the position. The goal is to have someone hired by fall quarter. The Personnel Committee reviewed the position JD on July 17, 2013. The attached hourly JD reflects the Personnel Committee recommendations.

**Summary of Proposal:**

The Local Liaison position plays a vital role in the AS by serving as a liaison between the Associated Students and local governmental institutions including the City of Bellingham, Whatcom County Government, Campus Community Coalition, the Mayor’s Neighborhood Advisory Commission, and other bodies of importance to students on the local level. Local representation is imperative because many local issues directly affect students such as transportation, rental safety, and the coal terminal. In addition, the elections this year are heavily focused on County and City Council races. The only potential issue is that 10 hours a week may not be enough hours for the anticipated volume of work this position may have.

There are three parts to this proposal:

- 1) Change the Local Liaison to an hourly position
- 2) Approve the new job description for the hourly position
- 3) Approve funding for this position

**Fiscally:** Funding for this position will come from the AS Reserve Fund.

\$9.19 per hour x 10 hours a week x 35 weeks = \$3,216.50

**Total NTE: \$3,300.00**

**Rationale:**

The AS Local Liaison will help to ensure proper student representation at the local level. Changing it to hourly will increase accessibility for students applying, which can help in filling the position.



## Associated Students of Western Washington University Representation and Engagement Programs AS Local Liaison (hourly)

### About the Position

The AS Local Liaison serves to better promote relations between the Associated Students and the City of Bellingham, Whatcom County Government, Campus Community Coalition, the Mayor's Neighborhood Advisory Commission, and other bodies of importance to students on the local level. The AS Local Liaison must act in the best interest of and represent the Associated Students Board of Directors on set issues, and will report to the AS Board of Directors through the AS Vice President for Governmental Affairs regarding all local policy activities. The AS Local Liaison reports to the REP Associate Director for all work within the REP.

### About the Department

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

### Term of Position

This position begins two days before Fall Quarter and ends the Friday of finals week the following spring quarter. This position is designed to work an average of 10 5-4Q-hours per week (some weeks will require more than others).

### 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.

### 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.  
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 Developing and maintaining a legacy document as required by the AS Employment Policy.

### Preferred Qualifications

- Background and/or interest in civic and local issues
- 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

## **AS Representation & Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - o Maintaining 3 regular posted office hours per week as arranged with the REP team.
  - o Providing unbiased, nonjudgmental, and accurate information and services to students,
  - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
  - o Provide voter education and voter registration information
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - o Attending weekly REP staff meetings, office check-ins, and any additional departmental activities,
  - o Promoting teamwork and collaboration throughout the REP office.
  - o Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events
  - o Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - o Plan short- and long-term goals for the REP with office staff and the REP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with REP staff outside of meetings
- Foster working relationships with related campus and community resources by:
  - o Being aware of and participating in REP related events
  - o Fostering and enhancing working relationships and communications with Western Votes and other civic engagement organizations on campus.

## **Position Responsibilities**

- Keep the Associated Students updated on all local issues relevant to students by:
  - o Obtaining and reviewing all agendas of the City Council, County Council, WTA Board of Directors, Mayor's Neighborhood Advisory Commission, Campus Community Coalition, and all other relevant local bodies.
  - o Assist the AS Vice President for Governmental Affairs by attending the meetings of City Council, Mayor's Neighborhood Advisory Commission, and the Campus Community Coalition,
  - o Serving as the Alternate Representative for the Mayor's Neighborhood Advisory Commission,
  - o Sending biweekly reports to the AS Vice President for Governmental Affairs on all local issues.
- Work towards local policy favorable to students by:
  - o Actively establishing working relationships with local civic leaders.
  - o Giving oral and written testimony to the appropriate local body with approval of the AS Vice President for Governmental Affairs,
  - o Partnering with complimentary University offices, employees, and faculty, as necessary, to advocate outcomes on the local level in the best interest of students,
  - o Consulting with the AS Vice President for Governmental Affairs before representing the ASWWU on any *local* policy issue of concern to students,
  - o Partnering with, as necessary, AS offices, employees, and committees involved in work with a local policy dimension.
- Encourage local civic engagement by students by:
  - o Publishing reports on local policy issues.
  - o Taking an auxiliary role to any voter registration campaign undertaken by the Representation and Engagement Program and chartered organizations to promote voting in local elections,
  - o Working with the Legislative and Voter Education Assistant in the creation of a calendar promoting the political engagement of students.
- Provide managerial and administrative support to the Representation and Engagement Programs as necessary by:
  - o Assisting with REP events and special programs as requested.

- o Assisting the Vote Coordinator and Elections Coordinator as necessary,
- o Performing other tasks as needed or assigned.

#### **Educational and Other Benefits of Employment**

- ~~\*—Establish contact and relationships with civic leaders~~
- ~~«—Develop knowledge of local political processes~~
- ~~•—Learn how to prepare reports on local policy issues~~
- ~~•—Gain applied experience in public speaking~~
- ~~\*—Understand how to operate in an professional setting~~

#### **Wage-Salary**

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

#### **Reportage**

This position will report to the Representation and Engagement Programs Associate Director.

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

The Associated Students is an Equal Opportunity Employer.



An equal opportunity university

Phone (360)650-nnnn  
Fax (360) 650-nnnn

Your Department Name  
516 High Street  
Bellingham, WA 98225-9049

**AS Local Liaison**  
**Program Support Staff 2**

Reports To:	Representation and Engagement Programs Associate Director	State Reimbursement Rate: 60%
State Job Classification Code:	390 - Other Professional, Paraprofessional, and Technical	
Position Requirements:	Must be eligible for WWU student employment. Additional qualifications listed below.	
Wage:	Student employee wage classification 2, beginning at \$9.04 per hour. Actual wage depends on qualifications and experience.	
Period of Employment:	Begins Fall quarter; Ends Spring quarter	
Work Schedule:	10-15 hours per week; flexible around class schedule	

**Description of Duties**

**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 AS staff development events as assigned,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.

**About the Position**

The ~~Comm-wa-ity-~~AS Local Liaison serves to better promote relations between the Associated Students and the City of Bellingham, Whatcom County Government, Campus Community Coalition, the Mayor's Neighborhood Advisory Commission, and other bodies of importance to students on the local level. The ~~Comm-wa-~~City-AS Local Liaison must act in the best interest of and represent the Associated Students Board of Directors on set issues, and will report to the AS Board of Directors through the AS Vice President for Governmental Affairs regarding all local policy activities. The AS ~~Communit-y-~~local Liaison reports to the REP Associate Director for all work within the REP.

**About the Department**

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

## Position Responsibilities

- Keep the Associated Students updated on all local issues relevant to students by:
  - o ~~Obtaining and reviewing of all agendas of the City Council, County Council, WTA Board of Directors, Mayor's Neighborhood Advisory Commission, Campus Community Coalition, and all other relevant local bodies.~~ Obtaining and reviewing all agendas of the City Council, County Council, WTA Board of Directors, Mayor's Neighborhood Advisory Commission, Campus Community Coalition, and all other relevant local bodies.
  - o Assist the AS Vice President for Governmental Affairs by attending the meetings of City Council, Mayor's Neighborhood Advisory Commission, and the Campus Community Coalition.
  - o Serving as the Alternate Representative for the Mayor's, Neighborhood Advisory Commission.
  - o Sending biweekly reports to the AS Vice President for Governmental Affairs on all local issues,
- Work towards local policy favorable to students by:
  - o Actively establishing working relationships with local civic leaders,
  - o Giving oral and written testimony to the appropriate local body with approval of the AS Vice President for Governmental Affairs,
  - o Partnering with complimentary University offices, employees, and faculty, as necessary, to advocate outcomes on the local level in the best interest of students,
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  - o Taking an auxiliary role to any voter registration campaign undertaken by the Representation and Engagement Program and chartered organizations to promote voting in local elections.
  - o Working with the Legislative and Voter Education Assistant in the creation of a calendar promoting the political engagement of students.
- Provide managerial and administrative support to the Representation and Engagement Programs as necessary by:
  - o Assisting with REP events and special programs as requested,
  - o Assisting the Elections Coordinator and Senate Chair as necessary,
  - o Performing other tasks as needed or assigned.

## Educational and Other Benefits of Employment

- Establish contact and relationships with civic leaders
- Develop knowledge of local political processes
- Learn how to prepare ~~compose~~ reports on local policy issues
- Gain applied experience in public speaking

- Understand how to operate in an professional setting

### **Minimum Qualifications**

Maintain a minimum credit load throughout term of position of 8 credits for undergraduates and 6 credits for graduates

- Maintain a minimum of a 2.00 cumulative grade point average
- Ability to complete the entire term of the position
- Must possess a valid work study award

### **Preferred Qualifications**

- Background and/or interest in civic and local issues
- 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

### **Application Process:**

All Associated Students hiring is done through the AS Personnel Office web-site (<http://as.wvu.edu/personnel/>) or the Student Employment web-site (<http://www.finaid.wvu.edu/studentjobs/>)

Please submit your application, resume, and cover letter detailing your qualifications. **Incomplete applications will not be considered.**

***The Associated Students is an Equal Opportunity Employer***  
*Job Descriptions are subject to change in accordance with the AS Employment Policy*