



Associated Students of Western Washington University
AS Club Activities Office
AS Club Coordinator

About the Position

The AS Club Coordinator works closely with the Student Activities Advisor and Vice President for Activities to run, promote, and improve the AS Club Activities Office. The AS Club Coordinator also serves as an information and event planning resource for clubs and maintains regular communication and club information updates through OrgSync, the AS' organizational management software.

Position Classification

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

About the Department

The AS Club Activities Office exists to provide a framework for the development of student activities in which student initiative and responsibility may find expression. The AS Club Coordinator exists to provide support and resources to the AS Club Activities Office.

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. The position requires 30 hours of work to be done over the summer for the planning and implementation of fall quarter's initial events, primarily AS Club Kickoff. These hours are to be completed within the three weeks immediately prior to AS fall training, in coordination with Student Activities Advisor.

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.
- Past experience as a member or leader in one or more AS Clubs.
- Past event planning experience.

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, Program Standards, etc.).
 - 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 Club Activities Office Responsibilities

- Maintain adequate departmental communication and functioning of the office by:
 - o Attending weekly Club Hub check-in meetings to address both strategic planning for the office as well as upcoming Activities Council agenda items,
 - o Staffing a table at Red Square Info Fair to represent the AS Club Activities Office,
 - o Attending weekly Club Hub core staff meetings with the Club Support Specialists and Student Activities Advisor.

Position Responsibilities

- Support the creation and development of new clubs by:
 - o Conducting New Club Orientation sessions for all new clubs, which involves familiarizing them with resources available, important policies, and the tools and features of OrgSync, the AS organizational management platform.
 - o Conducting face-to-face meetings with club leaders who have submitted Funding Requests to the AS Activities Council in order to preview the requests and prepare them for the Council meetings.
- Assure administrative functions of the AS Club Activities Office by:
 - o Attending bi-weekly one-on-one meetings with AS Board Vice President for Activities,
 - o Attending weekly one-on-one meetings with Student Activities Advisor,
 - o Attending weekly Activities Council meetings, usually 1.5-2 hours on Monday evenings,
 - o Performing other duties as assigned by the Student Activities Advisor and AS Vice President for Activities.
- Ensure that OrgSync meets the needs of clubs by:

- o Processing club recognition renewals.
- o Acting as an administrator over the necessary AS Club-focused areas of the software,
- o Accepting or rejecting events from inclusion on the all-club event calendar or delegating this function to a properly trained employee.
- o Encouraging student adoption of OrgSync through promotional outreach,
- o Create and disseminate important information updates and news to all club leaders and members using OrgSync's communication tools,
- o Training club leaders and members to use the OrgSync system fully,
- o Messaging out OrgSync "Tip of the Week" and club spotlights.
- Support AS Clubs in fulfilling their mission statements by:
 - o Devoting an average of 15 hours per week to AS Business, including 10 posted office hours,
 - o Assisting and training w-~~on~~ the topics of room reservations, publicity requests, and otherAS resources.
 - o Acting as a resource for fundraising and event planning,
 - o Serving as a voting member of AS Activities Council,
 - o Maintaining and updating AS Club Hub resource files, event archives, calendar, and bulletin boards, in addition to keeping workspace and club storage areas neat and orderly,
 - o Assisting clubs in promotion and outreach efforts.
 - o Planning and implementing the fall quarter AS Club Kickoff, which is the primary training and orientation event mandatory for all clubs at the beginning of the year,
 - o Developing club workshops in consultation with the Student Activities Advisor.
- Enhance the visibility of AS Clubs and their ability to communicate with the campus community by:
 - o Facilitating co-sponsorships between clubs and other areas of the AS and campus,
 - o Planning and implementing the AS Campus ~~Activities~~ Club Showcase in conjunction with the Student Activities Advisor,
 - o Updating the AS Communications Office on club activities,
 - o Facilitating club usage of the Publicity Center's promotional services,
 - o Coordinating the AS Club End-of-the-Year Awards event.

Budget Authority Responsibilities

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - o AS Club Activities Office budget (FXXACT) - Co-Budget Authority with Student Activities Advisor.
 - o AS Club Leadership Development fund [~~PENDING TRANSFER AND OFFICIAL NAME CHANGE~~] - Co-Budget Authority with Student Activities Advisor.

Salary

This position will receive approximately \$5463.79 per position term (about \$287.57 twice per month).

Reportage

This position reports directly to the Student Activities Advisor.

This job description is subject to change in accordance with the AS Employment Policy.
 The Associated Students is an Equal Opportunity Employer.
 Revised on April 10, 2013 by motion-ASB-13-S-8.

Specialty Music Coordinator JD Preferred Qualifications

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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.
- Interest in and understanding of diverse musical backgrounds and tastes

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JV Music Director JD 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

Interest in and understanding of diverse musical backgrounds and tastes

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Marketing & Development Director JD Preferred Qualifications

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.
- Interest in publicity, communications, graphics, and advertising.
- Basic knowledge of department and position specific responsibilities.
- A commitment to promote the public image of the station both on campus and in the community, increase its visibility, and promote all positive aspects of KUGS through all appropriate channels.
- Creative spirit and positive attitude.
- » Extensive (preferably off-quarter) work experience for the Masseser-speda-fty programming.



Associated Students of Western Washington University
Personnel Office
Assistant Director II

About the Position

The Personnel Assistant Director II is responsible for assisting the Personnel Director with tasks. Additionally, the Assistant Director II is charged with implementing different programs for the AS and the campus, including AS Employee recognition activities.

Position Classification

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

About the Department

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, placing work-study positions, and organizing AS-wide employee recognition and trainings. Personnel Office Staff are charged with assessing the needs of the organization concerning day-to-day activities as well as supporting AS employees whenever possible.

Terms of Position

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

AS Employment Qualifications

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

Preferred Qualifications

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.

- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word and Excel.
- Strong Interpersonal skills

« Background/Knowledge in Event Planning

- Experience working with community business
- » Basic knowledge of department and position specific responsibilities,
- Umici. Adinnuq oi Confidentiality

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.

Personnel Office Responsibilities

(All job responsibilities must be carried out In compliance with the AS Employment Policy)

(All job responsibilities must be carried out in compliance with the AS Employment Policy)

• Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office

by:

- o Attending all Personnel Office meetings as scheduled.
- o Establishing and maintaining an effective working relationship with all Personnel Office staff.
- o Planning short- and long-term goals for the Personnel Office,
- o Providing support for other Personnel Office Staff.
- o Maintaining regular communication with Personnel Office staff outside of meetings.
- o Seeking feedback on programs and services provided by the Personnel Office,
- o and devaluating office strengths and weaknesses.

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• Ensure that AS hiring processes are effectively implemented by:

- o Planning and Implementing fall, mid-year, and spring hiring.
- o ~~Collecting contact information and data on prospective and past applicants.~~
- o Participating In relevant campus Info fairs including, but not limited to: Campus Activities Showcase, Red Square Info Fair, etc.
- o Coordinating search committees of AS employees and serving as a knowledgeable resource in the search process.

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- o Facilitating new hires' paperwork fmdtudmg-the-Student Employment Information Form, »-W4, AS Code of Conduct, and Network Access form in addition to the criminal conviction form if the employee will handle cash,
- o Informili.'. Student Employment of available AS positions _____
- Foster working relationships with other AS and campus offices by: _____
 - o Sending regular e-mails to AS staff members.
 - o Working with university Human Resources, Student Employment, and the Equal Opportunity Office, and other University Staff as needed.: _____
- Ensure that employment issues related to persons remain confidential by: _____
 - o Keeping the Personnel Office door and appropriate file cabinets locked when the office is unattended.
 - o Keeping documents with personal information, especially social security numbers, secured from public view in the office.
 - o ~~Quiv-Discussing~~discussing employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.
 - o Maintaining up to date organized employee records by: _____
 - o Filing new employee paperwork _____
 - o Shredding unnecessary records _____
- Help AS employees feel appreciated and valued by: _____
 - o Encouraging departmental managers to recognize their employees' efforts,
 - o Participating in Personnel Office designed recognition programs.
- » Insure the office is welcoming for all AS employees and students.at large by: _____
 - o Maintaining a clean office space _____
 - o Fostering a comfortable and inclusive environment _____

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Position Responsibilities

- Provide support to both Associated Students employees and students-at-large by: _____
 - o Devoting an average of 15 hours per week to AS business,
 - o Establishing and maintaining 10 office hours per week.
 - o Assisting students and providing information about the AS, hiring procedures and employment paperwork., _____
 - o Serving as primary Budget Authority for End of the Year Banquet (FXSBR-ASBSDD) and AS Personnel Recognition, sending them to Personnel Director for final approval before submitting to business office. _____
- Ensure the functionality of the Personnel Office by: _____
 - o Developing a strong working knowledge of the Associated Students organization and its structure.
 - o Attending Personnel Committee meetings as scheduled.
 - o Attending AS Board of Directors or Management Council meetings in place of the Personnel Director, as needed,
 - o Attending Personnel Office Staff meetings weekly.
 - o Assisting the Personnel Director with any aspect of the Personnel Office and assuming their responsibilities, as needed,
 - o Assisting with the organization and implementation of AS hiring,
 - o Performing other duties as needed., _____
 - o Assistiun; with employee evaluation process. _____

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o Assisting with SPAC process.

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- Foster an inclusive environment of high energy and appreciation throughout the Associated

Students by:

- o Organizing an ongoing student employee recognition program
- o Organizing and facilitating quarterly Student and Professional appreciation week/day/Star#
Appreciation weeks.
- o Organizing and facilitating a monthly Student and Professional Appreciation program.
- o Organizing an inclusive AS -Bachelorette at the end of the school year celebration for all AS salaried, hourly and work-study employees.^
- o Working with local Bellingham business: for donations for appreciation events/end of the year celebration
- o Organizing the Professional Staff Appreciation Week

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- Publicize available Associated Students employment opportunities throughout the academic year

by:

- o Publicizing Jobs throughout the year in collaboration with Human Resources.
- o Assisting in organizing the AS Job Fair prior to AS spring hiring.
- o Assisting in recruiting for as well as providing online publicity and on-campus recruitment.
- o Keeping the AS website and Student Employment website with available positions.
- o Working with the Publicity Center.

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Salary

This position will receive approximately \$5,357.35 per position term (about \$281.97 twice per month).

Reportage

This position reports directly to the Personnel Director.

This Job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised May 16, 2012 by motion ASB-12-S-4i

2014 Proposed ROP Job Description Changes

ROP Director

- **Change language a *round* coordinating quarterly evaluations of coordinators to reflect the fact that evaluation process only happens once a year now** - The position responsibility for evaluations still states that the ROP Director should be evaluating Coordinators once-per-quarter, rather than overseeing the process in winter quarter
- **Update Reportage** - This changes the reportage of ROP Director to VP for Business and Operations to VP for Diversity

DOC Coordinator

- **Add serving on Facilities and Services Committee to position responsibilities** - This reflects the addition of the DOC Coordinator as a member of the committee on its Charge and Charter

QRC Assistant Coordinator

- **Change language surrounding residence hall council meeting requirements** - This position responsibility has not really been fulfilled and seems overzealous, so we are proposing new language to require the QRC Assistant Coordinator to reach out to residence hall councils to share information about QRC residence hall events and offer themselves as resource on queer topics and inclusivity for hall councils, rather than being required to attend an arbitrary meeting in every residence hall
- ***QRC Responsibility* Delete the requirement for the QRC to host a Queer Club Summit once per year** - Queer clubs have been hit hard over the last few years, and 2/4 queer clubs in the last two years have discontinued. As there are only two queer clubs left, we think that existing JD language expressing that the QRC should offer club support and networking is sufficient, rather than requiring a summit for a type of club that is currently very sparse

QRC Education Coordinator

- **Add 2-3 events per quarter** - This is correcting a typo from last year that did not list the range of events the Education Coordinator was required to do per quarter
- **Replace "Further development of the campus community's Safe Zone Training" with "Assist with the implementation of the campus community's Safe Zone Training"** - This change will better reflect that the Safe Zone Training is already developed

SAC Assistant Coordinator

- **Get rid of supervisory requirements in position responsibilities** - For unknown reasons, the SAC Assistant Coordinator JD had position responsibilities associated with being a coordinator, such as facilitating SAC staff meetings, recognizing employee achievements, and supervising paperwork deadlines, We are recommending that be deleted as it already is reflected in the SAC Coordinator JD

SIRC Outreach Coordinator

- **Add a position responsibility to meet with the AS Communications Director at the start of the year** - This change will better reflect the centralization of the Communications Office as a resource for marketing/outreach focused positions and allow the Outreach Coordinator to have valuable Input into how to create a SIRC outreach plan/guide

VOC Coordinator

- **Take out requirement for further developing the campus community Veteran's Safe Zone Training**-The Veteran's Safe Zone Training no longer exists.
- **Change the frequency requirement for informal veteran social gatherings/dinners to once per quarter**- Due to a SPAC recommendation, it was a requirement for the VOC Coordinator to have bi-weekly informal gatherings. To reflect the *efforts* with program saturation last year, we think it is more realistic to ask the coordinator to do one per quarter, as the existence of these gatherings is still valuable

WC Assistant Coordinator

- **Take out position responsibility of "Coordinating at least 4 events per quarter with the WC Coordinator" and following bullet points**-This requirement is already reflected in office responsibilities, and the bullet point saying that the Memoirs could count as 3 events is an unnecessary item and also does not reflect the event planning responsibilities of the Coordinator and Assistant Coordinator



Associated Students of Western Washington University
Resource and Outreach Programs
Director

About the Position

The Resource and Outreach Programs (ROP) Director is responsible for the overall operations of the ROP. This includes training, supervising and facilitating programs for all ROP staff. They also maintain liaison relationships with other offices in the Associated Students (AS) and Viking Union, and generally ensuring that programming is of high quality and meeting the needs of Western's students.

Position Classification

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

About the Department

The 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 four quarter position. This position begins the Monday the first week of summer quarter and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

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

Preferred Qualifications

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

- Conflict management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Knowledge or experience with event planning.
- Knowledge and/or experiences with raising awareness and advocating for the identities represented through the ROP.

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 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 Ensuring the ROP collects and inputs offices traffic forms,

- o Ensuring the ROP collects and inputs 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.

Position Responsibilities

- Ensure that ROP Financial decisions are made responsibly and properly by:
 - o Reviewing all departmental budgets on a monthly basis,
 - o Evaluating each budget regularly to assess expenditures,
 - o Filling out budget forms per AS/ROP standards.
 - o Serving as Administrative ROP Budget Authority and serve as co-budget authority for the ROP offices.
 - o Providing information and connection to departmental, organizational, and campus funding sources,
- Ensure that all ROP employees are adequately trained by:
 - o Conducting new employee orientation in Fall Quarter, including departmental training of coordinators, assistants, and hourly staff and assisting the training of work studies and volunteers.
 - o Offering training pertinent to the ROP throughout the year,
 - o Providing information and education at ROP staff meetings.
 - o Planning staff appreciation activities and acknowledging achievements on a regular basis, at least once a quarter.
- Ensure ROP staff members are fulfilling their job responsibilities by:
 - o Regularly meeting with the Advisor of the ROP to discuss personnel and programming questions and concerns,
 - o Conducting one-on-one staff meetings with ROP offices at least every other week as well as managing all seven ROP Coordinators,
 - o Chairing the Resource and Outreach Programs Staff meetings at least three times per month,
 - o Planning long and short term goals for the department with the ROP staff and the Advisor,
 - o Coordinating, supervising, and providing employee evaluations with office coordinators and overseeing the employee evaluation process for the department.
 - o Mediating and resolving conflicts within the department.
 - o Providing training and tools for conflict and communication within working relationships,
 - o Serving as a resource for referrals or information about employee expectations and consequences of negligence of the ethics codes.
- Ensure ROP events are catering to needs of students by:
 - o Setting deadlines for expenditure requests, budget proposals, and other paperwork
 - o Facilitating the collection of audience evaluations on SurveyMonkey.com.
 - o Maintaining program planning worksheets, co-sponsorship records and agreement forms, contracts, and programmer event evaluations for all ROP offices to assist in future planning,
 - o Attending ROP events on a regular basis, at least once per office per quarter.
- Promote campus awareness of the Resource and Outreach Programs by:
 - o Coordinating publicity for the Resource & Outreach Programs, including but not limited to posters, bookmarks, banners, Facebook.com page, and more,
 - o Being available for speaking engagements, newspaper, and radio interviews as needed.

- o Creating a promotion plan for the ROP.
- Act as departmental liaison to the AS organization and campus community by:
 - o Serving on the following committees:
 - AS Management Council
 - Work Study and salaried staff hiring committees
 - Serve on the AS Fall Staff Development planning committee during summer quarter
 - o Establishing appropriate working relationships with:
 - * Associated Students Productions
 - * Associated Students Board of Directors
 - * AS Publicity Center
 - AS Personnel Office
 - AS Environmental and Sustainability Programs
 - AS Representation and Engagement Programs
 - AS Ethnic Student Center
 - AS Club Coordinator
 - o Establishing departmental connections with:
 - Prevention and Wellness Services
 - * Equal Opportunity Office
 - * disAbility Resources for Students
 - * Center for Law, Diversity and Justice

Salary

This position will receive a pay grade X, FTE 1,00 which is approximately \$9,740 per position term.

Reportage

This position reports directly to the Vice-President-fer-B-usáneeeaan4~C)p-er3t-je-n-s'Vice President for Diversity.

This job description is subject to change in accordance with the AS Employment Policy.
 The Associated Students is an Equal Opportunity Employer.
 Revised on May, 2, 2013 by motion ASB-13-S-26.



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 engage ideas. The DOC aims to provide a "safe space" on campus for students with disabilities and allies. The AS Disability Outreach Center Coordinator (DOC) is a resource for students with disabilities and community allies. The DOC provides information, referrals and educational programming relating to disability topics in order to provide students with a connection to community resources, raise awareness and to advocate for their human and civil rights. The DOC also provides a safe space for all students, social programming and promotes community building and pride for students with disabilities.

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. The 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 Disability Outreach Center (DOC) is a resource for students with disabilities and community allies. The DOC provides information, referrals and educational programming relating to disability topics in order to provide students with a connection to community resources, raise awareness and to advocate for their human and civil rights. The DOC also provides a safe space for all students, social programming and promotes community building and pride for students with disabilities.

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 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.

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,
 - o Serving as a member on Facilities and Services Council Committee
- 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 on February 28, 2013 by motion ASB-13-W-21,



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.

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 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 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
- o 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:
 - Co-facilitating the East-of-Queer 4A-Summer-as-a-Student-of-Evening-&MS-part-of-a-fair-event
 - Coordinating the annual community building event (within the first two weeks of fall quarter). HIV/AIDS benefit show, and Pride Month

Position Responsibilities

- Continuing to foster a safe and inclusive campus by:
 - o Providing classroom presentations as requested by faculty.
 - o Serving as a liaison to the residence halls for queer-related questions, events, or resources.

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kiefli#y^Reaching, out to feactefige-bati-eewvefethe Residence Hall Association and National
Residence Hall Honorary to provide information about residence hall events and queer
identities.

• 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 one event per year 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.

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 on February 28, 2013 by motion ASB-13-W-21.



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 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 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 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 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 community building event (within the first two weeks of fall quarter), HIV/AIDS benefit show, and Pride Month.

Position Responsibilities

- Deliver educational opportunities on Queer issues to the campus community by: _____
 - o Coordinating 2-3 educational events 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 ~~Facilitating~~ Assisting with the implementation of 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 February 28, 2013 by motion ASB-13-W-21.



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

About the Position

The Sexual Awareness Center (SAC) is a student organization that provides information, resources, and support to the campus community. The SAC exists to encourage students to make active and informed choices about sexual attitudes, behaviors, and decisions. The SAC provides a safe space for students to exchange ideas and educate themselves through programming, resource referral, and the development of a "safe space" on campus. The SAC is located at 1111 11th St (CAL) Av. in Bellingham, WA 98225. For more information, please contact the SAC at 360-835-1111.

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 KOP provides information, advocacy, and peer-to-peer education to Western students. The seven centers within the KOP strive to empower and support all members of the diverse community. The KOP also provides a safe space for students to exchange ideas and educate themselves through programming, resource referral, and the development of a "safe space" on campus. The KOP is located at 1111 11th St (CAL) Av. in Bellingham, WA 98225. For more information, please contact the KOP at 360-835-1111.

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

- 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:
 - 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.

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.
- 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 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 on February 28, 2013 by motion ASB-13-W-21.



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

About the Position

The Social Issues Resource Center Outreach Coordinator is responsible for coordinating outreach, serving as a resource for and collaborating with campus social issues clubs and organizations, and assisting in 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 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.

- 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.

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 7 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.

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 4-8 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.

Position Responsibilities

- Organize student involvement in social issues by:
 - o Serving as a resource for students and social issues clubs that need assistance in finding information and tools to create their own activities, events, and programs,
 - o Collaborating with on and off campus organizations to provide resources and support for students interested in social issues,
 - o Coordinating surveys and other research methods to gauge student interests in specific social issues,
 - o Maintaining a working knowledge of campus and community organizations, upcoming events, and opportunities for student involvement,
 - o Assisting the Assistant Coordinator with promoting volunteer and intern opportunities in the office,
- Promote office services and events by:

- o Updating the SIRC facebook.com page, Twitter, Bellingham Herald membership, SIRC page, newsletters and other social media and promotion sites,
- o Serving as the liaison between the office and the Publicity Center for large-scale promotional campaigns.
- o Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc. during regularly scheduled hours.
- Build relationships with campus and community organizations by:
 - o Serving as the primary contact for the SIRC for promoting the mission, resources, and services to the public.
 - o Meeting with the AS Communications Director at the start of the year to discuss a promotion plan for the SIRC
 - o Connecting students to organizations that are relevant to the social issues they are passionate about.

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 on February 8, 2013 by motion PC-13-W-7.



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 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.

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.

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 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 informal social gatherings/dinners at least once per
semester to build and strengthen the veteran community.
 - o Participating in the Veteran Affairs Office's New Student Veteran sponsorship program,
 - o Planning and implementing a Veteran's Day Ceremony.
 - o Spending a quarter of weekly of 40 hours in the Veteran's Affairs Office, spending time with a Veteran's Certifying Official, spending time with a Veteran's Affairs Clerk.

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 february 28, 2013 by motion-ASB-13-W-24.



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 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 Western community. The AS Women's Center Assistant Coordinator is responsible for providing support to the Western community 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 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, 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 4-8 events within the Women's Center per quarter which include the following annual events:
 - Take Back the Night rally and march
 - Labyrinth Journal

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 one event per year geared toward an audience of 250 people or more,
 - o Co-sponsoring with at least three other ROP offices in the academic year.

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 February 28, 2013 by motion ASB-13-W-21.