

Request for Position: AS KVIK Assistant Coordinator

Proposed Motions: *Write the motion language here*
Sponsor: *Position/Name of Sponsor*
Persons of Contact: *Roxy Ewing, KVIK Coordinator & Jamie Hoover, KVIK General Manager*
Guest Speaker: *Presenter or person specifically speaking on matter*

Date: *February 3, 2014*

Attached Document

AS KVIK Assistant Coordinator Job Description

Background & Context

By participating in the SPAC process this year (2014), KVIK is proposing that an Assistant Coordinator be added to the office. Since the institutionalization of KVIK as an Associated Student Programming Office in 2004, there has only been one employee. Through the previous SPAC process in 2010 KVIK requested the addition of an Assistant Coordinator, but the Committee recommended and the AS Board approved, that the KVIK Coordinator would be allocated 19 hours a week and 30 hours in the summer for prep time.

Summary of Proposal

Currently there is only one paid student employee, this creates an issue due to:

- Large volunteer base. Ranging from 50 to 100 active volunteers.
- Coordinator is in charge of marketing, event planning, organizing volunteers, attending weekly show meetings and meeting with executive producers.
- Not enough time to give specialized time to each show. Not enough individualized marketing.
- Miscommunication and confusion of responsibilities and expectations for volunteers

The KVIK coordinator's role has drastically changed from when it was originally created. The coordinator should be involved in maintaining the program and ensuring volunteers have the support necessary to film, while ensuring that their position is not being overworked. KVIK's programming has grown in the last few years, adding shows and volunteers, there is an opportunity to expand our programming to include film festivals, The addition of an Assistant Coordinator could spread the planning and management of KVIK's four shows and two film festivals between two people. The proposed position would be 15 hours/week, to maintain office hours as well as attend some of the weekly volunteer meetings. If a second position is added the current coordinator position would be changed from 19 hours/ week to 15 hours/week.

Fiscally

See attached budget implications

KVIK Budget Implications

**Total Cost with new Salary Schedule & approval of all requested changes: \$11,410
[increase of \$4,220].**

Current w/ Salary Schedule KVIK Coordinator:

36 weeks x 19 hrs/week= 684+ 30 hours= 714 total hours x \$10.07= \$7189.98

New w/ Hour Decrease to IS hrs/week with Current Salary Schedule for KVIK Coordinator:

36 weeks x 15 hrs/week=540+ 30 hours=570 total hours x \$10.07= 5739.90

Proposed Change to 15 hours with new schedule (Coordinator 3 quarter):

Raw Calculation:

36 weeks x 15 hours/week=540 *10.37= \$5599.80

30 hrsx 10.37=311.10

Total: 5910.90

Rounded Calculation from Calculator Tool: \$5911

Commented [NH]: This new proposed salary is contingent with the New Salary Determination Policy pending for review from the board.

New w/ Current Salary Schedule for KVIK Assistant Coordinator:

36 weeks x 15 hrs/week=540+30 hours= 570 total hours x \$10.07= \$5,238.30

New w/ New Proposed Salary Schedule for KVIK Assistant Coordinator (Raw Calculation)

36 weeks x 15 hours/week=540x9.65=\$5211

Fall Hours=30 hrs x \$9.65=289.50

Total Salary= 5211+289.50=\$5500.50

Calculated and from Schedule:

Total calculated with rounded amount from Calculator Tool: \$5498



Associated Students of Western Washington University
 AS KVIK
 AS KVIK Assistant Coordinator

About the Position

The AS KVIK Assistant Coordinator position is a full-time position of approximately 15 hours per week. The Assistant Coordinator will be responsible for the day-to-day operations of the KVIK office, including but not limited to: assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department. The Assistant Coordinator will also be responsible for the day-to-day operations of the KVIK office, including but not limited to: assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department. The Assistant Coordinator will also be responsible for the day-to-day operations of the KVIK office, including but not limited to: assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department.

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

Terms of Position

This 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

- Some past experience and a significant interest in video production.
- Intellectual in public speaking and writing skills in both written and oral form.
- 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.

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,

KVIK Responsibilities

- Provide Support to KVIK by:
 - o Devoting at least 15 hours per week to KVIK business
 - o Maintaining a minimum of 10 office hours between 9 a.m. and 5 p.m. per week. Production time does not qualify,
 - o Assisting the KVIK Coordinator in coordination with the KUGS/KVIK General Manager with the development of the KVIK program schedule,
 - o Attending weekly Production Meetings in coordination with the KVIK Coordinator
 - o Attending the KVIK Quarterly All Station Meetings.
 - o Ensuring regular communication of all activities/programs occurring in your area with the KVIK Coordinator and KUGS/KVIK General Manager,
 - o Other duties as assigned

Position Responsibilities

- Assisting the KVIK Coordinator with maintaining Ensure maintenance of operations and marketing:
 - o Assisting with training for incoming on-air volunteers.

- o Maintaining the KVIK website and coordinating with the AS Communications Director, regarding maintenance of KVIK's website.
- o Working with the AS Communications Office and the Publicity Center to ensure that KVIK (events not included at info 74S Review and Lite Western I toni, ...)
- o Filming and/or delegating to volunteers the filming of other AS events as requested by AS department representatives, as needed and as resources allow,
- o Assisting the KVIK Coordinator with recruitment and management of student volunteers and Interns, providing the means to gain video production experience and assist in the growth of KVIK.
- o Maintaining a hard drive or electronic archive of all KVIK programming, while preserving the existing tape & DVD archive.
- o Collecting event/program data through surveys
- o Assisting with the promotion and marketing of KVIK and its productions.
- o Assisting with the maintenance of KVIK's website.
- o Ensuring programming compliance with KVIK, AS, VU, WWU, Federal Communication Commission policies and State and Federal laws. Maintain fair and attainable policies for shows to adhere to.
- o Assisting with maintenance of KVIK equipment inventory
- o Collecting event/program data through surveys
- o Assisting with the maintenance of KVIK's website.

Salary

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

Reportage

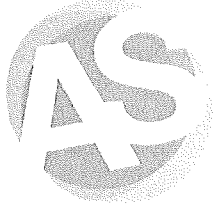
This position reports directly to the KVIK Coordinator. The KUGS/KVIK General Manager however, is responsible for all personnel-related matters.

This job description is subject to change in accordance with the AS Employment Policy.
 The Associated Students is an Equal Opportunity Employer.
 Revised March 12, 2012 by motion ASB-12-W-50.

Commented [NH1]: Which are KVIK department responsibilities and which are KVIK Asst. Coord Responsibilities?
 Please make sure to make that distinction

Also Please have responsibilities in results oriented format. (See my attachments)

Commented [JH2]: Added the information requested from SPAC in regards to Marketing and Evaluation of Programs, please see addition of assessment under position responsibilities and listed under preferred qualifications.



"AS Personnel Assistant Director IJD term of position change"

Proposed Motions: *Motion to Approve Personnel Job Description change for Personnel Assistant Director I from a 3 quarter to a 4 quarter position.*

Sponsor: *Robby Eckroth*

Persons of Contact: *Nidia Hernandez, PER Staff*

Guest Speaker: *Nidia Hernandez & Kacy Cunningham*

Date: *Feb, 12, 2014*

Attached Document Please job description

Background & Context

The Personnel Office has drastically changed from when it was originally created. It is an office that must be open each quarter to make sure that employees being hired can do their employment paperwork and if questions/situations arise the personnel office is a resource students/employees can utilize. Over the course of the last 3 years, this office has been understaffed for the amount of summer work that comes through the office. Regular day to day duties and other major office work during the summer includes such things as Summer Staff Development Planning and implementation, Employment Paperwork, Summer Hiring, Fall Staff Development Planning, Summer Start/Transitions involvement, planning for fall hiring needs, and handling any general employee questions, grievances, or performance issues. The last couple of years there have also been some salaried staff resignations during the summer, requiring search processes to be conducted to fill those vacancies. It has become increasingly difficult for the Personnel Director to take their mandatory 2 weeks of summer vacation, and to get the required office work done within 19 hours per week. The Personnel Director also needs to work during some of the intercession week between spring and summer quarters to plan for Summer Staff Development, which means they should take the amount of time worked during intercession off later in the summer as well. It has also become very difficult for the Personnel Office to be closed for any length of time due to the time sensitivity of many things the office handles like completing employment forms and hiring processes and addressing any employee concerns or performance issues.

The Personnel Office recommends that Personnel Assistant Director I be changed from a 3-quarter to a 4-quarter position in order for summer quarter to run smoothly and effectively. We believe this position is the best fit for a four quarter position because throughout the year this position coordinates the mid-quarter trainings, and works closely with Personnel Director during spring hiring, so they would be best suited for helping with the coordination of summer and fall staff development. We recommend to move this position to a classification of 4 Qtr. Assistant Director working 15 hours a week,

Summary of Proposal

The amount of work that is required of the personnel director has been a huge overload for one person to make sure that the office operates smoothly and efficiently. I truly believe that this will not only benefit future position holders (self-care and balance) but also benefit the organization and student body at large.

AS Employees are required to take a mandatory 2 week vacation, however with Personnel Director working during intersession week in summer to plan for Summer Pre-Quarter Development, and the amount of work that is needed for all hiring, employment paperwork process, staff development training, learning to do the job, there has been an increasing need to have the office open during normal business hours to make sure they are accessible to all employees/students.

Summer Hiring, and fall Hiring require planning that is just not do-able with one person in the office, as well as with the university moving work study hiring at a general level to open in late July, adding an additional staff in the summer would make it possible to target which work-study positions can be hired for during the summer and ready to start in fall quarter. Work study has been increasingly difficult trying to hire later in the quarter because most hiring is already done by late august at the university level. Personnel Assistant Director I will be able to assist with this process.

Not only would the Assistant Director I be able to assist with hiring and general hiring duties, but also in the planning and implementation of Fall Staff Development, which is the intense planning of a 2 week training for all AS staff. Currently with the work load of the personnel director is to maintain the operations of the office, hire for summer and fall positions, and plan all fall staff development planning, as well as oversee unforeseen employee conflicts/grievance, the amount of work for one person is not reasonable and demands more than 19 hours of work in the summer, and while employment policy allows for summer quarter to work up to 40 hours, even then the amount of work coming in is not doable. With Personnel Director I assisting in this area it would make sure that both positions are not being overworked.

The Personnel Office acknowledges that the downside of changing this 3 quarter position to a 4 quarter position is that it will limit the applicant pool, but that is a risk many 4 quarter positions risk. We do note that last year the marketing and assessment assistant director was changed to a 4 quarter position and the applicant pool for the position did not lack qualified applications.

Fiscally

Personnel Assistant Director I

Currently at current salary schedule:

570 total hours x \$9.65= \$5500.50

W/ Proposed change of adding 1 quarter:

705 total hours x \$9.65=6803.25

Difference: \$1303.25

Calculation with New Proposed Salary Determination:

3 Quarter Asst.= 570 total hours x \$10.56= 6020.68

4 quarter Asst. Director= 705 total hours x \$10,56=7446,63

Difference: \$6020.68-\$7446.63= 1425.95

Note: These funds may be covered by reallocations within the Personnel Office.



Associated Students of Western Washington University

Personnel Office
Assistant Director I

About the Position

The Personnel Assistant Director I is responsible for assisting the Personnel Director with tasks. Additionally, the Assistant Director I is charged with implementing different programs for the AS and the campus, including AS Staff Development Events.

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.

Term of Position

This is a four-quarter position. This position starts the Monday two weeks before the start of classes 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, Excel, Publisher and Outlook.

- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.
- Background/Knowledge in Event Planning
- Understanding of 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)

- 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 Collecting, Seeking feedback on services program, & services provided by the Personnel Office
 - o Evaluating office strengths and weaknesses.
- Ensure that AS hiring processes are effectively implemented by:
 - o Planning and implementing sun fall, mid-year, and spring hiring,
 - o Collecting and entering information and data on prospective applicant into the system
 - 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.
 - o Facilitating new hires' paperwork (Student Employment Information Form, III7 W4, AS Code of Conduct, and Network Access form), in addition to the criminal conviction form if the employee will handle cash,
 - o Informing 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 Faculty, and Staff as needed

- o Assistiu;; with Fall Staff Development Planning Committee
- 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 Onfy-Déiscussftrg employee evaluations, grievances, disciplinary, or other employee issues with appropriate staff and supervisors.
- o Maintaining up to date organized employee records by:
 - Filing new employee paperwork
 - 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.
- Ensure the office is welcoming for all AS Employees and students at largely by:
 - o Maintaining a clean office space
 - o Fostering a comfortable and inclusive environment

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.
- 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, as needed.
 - o Attending AS Board of Directors or Management Council meetings in place of the Personnel Director, as needed,
 - o Attending weekly Personnel Office Staff meetings.
 - 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 bmrrghiring for Summer, Fall, Winter, and Spring.
 - o Performing other duties as needed.
 - o Assisti:II ?with employee evaluation process
 - o Assistiu;; with SPAC process.
- Ensure the-high quality professional learning experiences for all Associated Students employees by:
 - o Planning and implementing a minimum of two mid-quarter staff development events, that serve the needs of the AS organization and AS staff, which could include AS-wide and/or departmental trainings. ~~wFrleh e&fedfMnefóée-AS-wtele and/or departmental-tT-awifftfiSr~~
 - o Serving as a resource to program supervisors who wish to provide specific trainings for their staff.
 - o Assisting with Fall Staff Development Summer planning

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• Coordinate events during AS Spring Hiring by:

- o Publicizing jobs ' , during the at info fairs, and in other ways.
- o Organizing and publicizing the AS Job Fair prior to AS Spring Hiring.
- o Keβolo fr ^ y ^ w l f ^ g 4 f e t ^ - f - 0 o e n - p e a t f o n - s i n - t h - e - P e f s e n - n e I O f f i β β J P T a η i a n d i m p l e m e n t i n g * ,
New Hire Night
- o Assist Personnel Director as need ed with other hiring publicity and outreach
- o Work with Publicity Center
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- © — Acting ^ s 4 h - e P e f s o f t t o J - O f f i c e l i a i s o n - t o - t h e P u M c i t y C e n t e r ,

Salary

This position will receive \$5,357.35 per position term (approximately \$282 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 by motion.



Associated Students of Western Washington University

Resource & Outreach Programs

Legal Information Program Support Staff (Hourly)

About the Position

The Legal Information Center Hourly Staff member assists the Legal Information Center Coordinator in outreach, peer advising, and programming for the office.

About the Department

The Associated Student Resource & Outreach Programs (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 AS Legal Information Center (LIC) is a confidential and non-judgmental resource for students seeking information about their legal rights and responsibilities. The LIC works to help students make informed choices, to encourage students to take an active role in their own legal issues, and to act as an informal prelaw advisor to those students interested in legal careers through peer education, programs and events, and various resources.

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 10 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.
- Ability to work collaboratively with multiple people and organizations.

- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Knowledge of or experience with event planning.
- Knowledge and passion about legal issues and topics
- Ability to create a space that makes people feel welcome at events and at the office.

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

Resource and Outreach Programs Responsibilities

- Empower and support the Associated Students membership with information, activities and peer education by:
 - o ~~Maln^mft§-at4east-6-fegujar-pested-efiice-hews-for-students-to-o#tee-offtee sa-f-e-space-r-a-eeessresources.a nd se e-k-peer-e do cat i orø M a i n t a i n i n g at least 8 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.~~
o Maintaining at least 8 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 Resources and Outreach Programs by:
 - o ~~A-t-tending-week-l-y-RQP-sta-ff-m-eet-in-gs, eff te-e-eh-cek- i n s, a-n dan y a dd-i-tiepal ooftart-m-enta-I a eti-vertresr~~
o Attending weekly RQP staff meetings, effective check-ins, and any additional
 - o ~~Promoting-teamwer k-apcPee-lfeboratiory-t-h-reu-g-heut-all-the-RQ-P effieeSi~~
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.

Legal Information Center Responsibilities

- Provide education, social, and community building opportunities to the campus community by:
 - o Assisting LIC Coordinator with 4^vente-oe-g-uafteroffice events
 - o Co-sponsoring wrth-1-3 events with at-least-three-other ROP offices in the academic year, in consultation with the ROP Director,
 - o Ensuring the balance of educational and social programming offered by the office.
- Develop and enhance the teamwork, communication, and effectiveness of the Legal Information Center by:
 - o Attending all office meetings as scheduled
 - o Establishing and maintaining an effective working relationship with all LIC staff,
 - o Plan short- and long-term goals for the LIC with office staff and the ROP Director,
 - o Continually receiving feedback from participants of events and services,
 - o Maintaining continual communication with LIC staff and interns outside of meetings
- Promote legal related events and services to the campus community by:
 - o Being aware of and posting legal related events to appropriate calendars,
 - o Publicizing Legal Information services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
 - o Collaborating with all legal related clubs and organizations on campus,
 - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: WWU Career Services, WWU Prelaw Advisor, WWU Center for Law, Diversity, and Justice, University Police, and Law Advocates.
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
 - o Portraying a diverse representation of legal issues,
 - o Striving to include all legal issues pertinent to students,
 - o Assessing and being responsive to student's needs.

Position Responsibilities

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

- o Discussing the budget and plans with the LIC Coordinator
- o Developing quarterly and annual budget plans and projections with LIC Coordinator.
- Empower and support the Associated Students membership with information, activities and peer education by:
 - o Assisting in the coordination of establishing short and long-term goals within the LIC.
 - 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.

Wage

This position will receive a Program Support Staff 2 wage, which is approximately \$9.32 per hour.

Approx 'iByDibi«

Reportage

This position reports directly to ~~the Legal Information Center Coordinator~~ the Legal Information 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 by motion.

Summary of Estimated Fiscal Impact of Job Description Changes and New Position Requests

Approved by Personnel Committee

KVIK	Fiscal Impact
New Assistant Coordinator, 3 quarter	\$5,500
Coordinator-decrease from 19 hours/week to 15 hours/week	(1,279)
3% benefits	\$127
Total	\$4,348

Personnel Office

Personnel director 1-change from 3-quarter to 4 quarter	\$1,426
3% benefits	\$43
Total	\$1,469**

**cost to be offset by SPAC recommendation for budget reallocation

ROP

Legal Info Center-10 hour/week hourly Program Support Staff at \$9.32/hour for 36 weeks	\$3,355
3% benefits	\$101
Total	\$3,456

REP

Committee Coordinator-20 hours summer planning	\$205
REP Associate Director reclassification to Director	\$1,425-\$1,461
3% benefits	\$49-\$50
Total	\$1,679-\$1,716

ESP

Associate Director reclassification to Director	\$1,425-\$1,461
3% benefits	\$43
Total	\$1,468-\$1,504

AS Productions

ASP Asst. Dir. Mktg and Assessment-decrease from 4 quarter to 3 quarter	(\$1,426)
3% benefits	(\$43)
Total	(\$1,469)

Proposed but no Personnel Committee action vet

ESC

request for either a 4-quarter Public Relations Coordinator or 40 hours planning time	\$415-\$1,400
3% benefits	\$12-\$42
Total	\$427-\$1,442

ASP

Special Events increase from 3-quarter to 4-quarter (minus current 30 hours planning time)	\$1,089
3% benefits	\$33
Total	\$1,122

REP

Vote Coordinator change from 2-quarter Asst. Coord. (-2 weeks) to 4-quarter Organizing Coord.	\$4,272
3% benefits	\$128
Total	\$4,400

**note-increase would be \$3,600 if 4-quarter but remained Assistant Coordinator level

Other Personnel Increases above original 13-14 budget allocations

Fiscal Impact

New Proposed Salary Schedule approximately \$18,500-\$19,000
(Alt Transportation, Green Energy, and Recycle Center positions not from AS funding)

Cost of salary schedule adjustments approved by Board in August approximately \$11,500

Total Other \$30,000-\$30,500

Summary

Total New job descriptions and changes approved by Personnel Committee \$10,951-\$11,024

Total Proposed Salary Schedule \$18,500-\$19,000

August salary schedule adjustments \$11,500

Total proposals not yet voted on by Personnel Committee \$5,945

Grand Total \$46,896-\$47,396

**note-Personnel Assistant Director I increase of \$1,469 will be covered by budget reallocations proposed through SPAC, but is included in the above totals

1. Recognize that, in order to adequately carry out our office's mission, there is a need for more staff in the LIC

While the Legal Information Center serves many students every week, we only see the tip of the iceberg; the fact is that a majority of students do not know about our services. Unfortunately, as the Legal Information Center is generally run by one salaried employee and possibly a work-study, there is not a lot of opportunity for the active outreach (such as tabling, social media) ■ which tends to be very effective but also time-intensive.

Additionally, although work-study employees are vital to the LIC's success, they often do not come with the experience employees hired from the larger pool of Western students often have, and their hiring pool is getting smaller as other departments at WWU hire work-studies earlier in the summer. Our ability to fulfill our mission statement by educating students about their legal issues suffers from the lack of staff and expertise.

Because of this, it is important to explore the option of creating an hourly position in the LIC for a two-year trial period. This position would benefit the LIC by providing support for outreach, peer advising, and program planning while also adding the expertise of a second well-qualified employee. It would also provide flexible pay/hours so that it would be clear to those overseeing the position how many additional hours of work the LIC needs in order to serve students satisfactorily (or whether the position is needed at all.)

Areas for Improvement/ Recommendations

The following are the Structure and Program Advisory committee's recommendations for strategic goals over the next four years:

1. Addition of Assistant Coordinator Position

Currently there is only one paid student employee, this creates an issue due to:

- Large volunteer base. Ranging from 50 to 100 active volunteers.
- Coordinator is in charge of marketing, event planning, organizing volunteers, attending weekly show meetings and meeting with executive producers.
- Not enough time to give specialized time to each show. Not enough individualized marketing.
- Miscommunication and confusion of responsibilities and expectations for volunteers

The KVIK coordinator's role has drastically changed from when it was originally created. The coordinator should be involved in maintaining the program and ensuring volunteers have the support necessary to film, while ensuring that their position is not being overworked. KVIK's programming has grown in the last few years, adding shows and volunteers, there is an opportunity to expand our programming to include film festivals and to increase our offices' student at large impact. The addition of an Assistant Coordinator could spread the planning of shows, increase marketing and web presence for KVIK. The proposed position would be 15 hours/week, to maintain office hours as well as attend some of the weekly volunteer meetings. If a second position is added the current coordinator position would be changed from 19 hours/ week to 15 hours/week.

Areas for ImprovementsZ Recommendations'

The following are the Structure and Program Advisory committee's recommendations for strategic goals over the next four years:

1. Address the currently unmanageable summer quarter workload in the office by addins a 2nd Summer Quarter Employee.

Personnel Office recommends to move the AS Personnel Assistant Director I to a classification of 4 Qtr. Assistant Director working 15 hours a week.

Explanation.'

The Personnel Office has drastically changed from when it was originally created. It is an office that must be open each quarter to make sure that employees being hired can do their employment paperwork and if questions/situations arise the personnel office is a resource students/employees can utilize. Over the course of the last 3 years, this office has been understaffed for the amount of summer work that comes through the office. Regular day to day duties and other major office work during the summer includes such things as Summer Staff Development Planning and implementation, Employment Paperwork, Summer Hiring, Fall Staff Development Planning, SummerStart/Transitions involvement, planning for fall hiring needs, and handling any general employee questions, grievances, or performance issues. The last couple of years there have also been some salaried staff resignations during the summer, requiring search processes to be conducted to fill those vacancies. It has become increasingly difficult for the Personnel Director to take their mandatory 2 weeks of summer vacation, and to get the required office work done within 19 hours per week. The Personnel Director also needs to work during some of the intercession week between spring and summer quarters to plan for Summer Staff Development, which means they should take the amount of time worked during intercession off later in the summer as well. It has also become very difficult for the Personnel Office to be closed for any length of time due to the time sensitivity of many things the office handles like completing employment forms and hiring processes and addressing any employee concerns or performance issues. The Personnel Office recommends that Personnel Assistant Director I be changed from a 3-quarter to a 4-quarter position in order for summer quarter to run smoothly and effectively. We believe this position is the best fit for a four quarter position because throughout the year this position coordinates the mid-quarter trainings, and works closely with Personnel Director during spring hiring, so they would be best suited for helping with

the coordination of summer and fall staff development. We recommend to move this position to a classification of 4 Qtr, Assistant Director working 15 hours a week. The budget impact of this change would be approximately \$1,470, which would be off-set by the cost savings of recommendation #4.