



AS Job Descriptions changes

Proposed Motions: Approve Minor Job Description Changes passed by Personnel Committee

Sponsor: Mayra Guizar, ASVP Diversity

Persons of Contact: Nidia Hernandez, AS Personnel Director

Guest Speaker: Job Description Office Rep

Date: March 5, 2014

Attached Document

See all job descriptions for the following:

Consent Items

Personnel Committee has approved the following job descriptions:

AS Communication Director
AS ESC Program Support Coord.
AS OC Excursions
AS OC Challenge Course
AS Distribution Coordinator
GEF Education Coordinator

Background & Context

Every year personnel committee reviews any changes made to job descriptions. This year we opened up the opportunity for all advisors/staff managers/, student directors to review all their department job descriptions and submit any changes being requested to Personnel Director to be reviewed at personnel committee.

Personnel Committee in accordance with the employment policy may vote and approve any minor position changes & alterations:

“ii) Minor Position Changes & Alterations

The AS Personnel Committee may make minor revisions to job descriptions in accordance with Washington State Law and Western Washington University policies. Minor revisions are those that don't substantively change the nature of the position or the responsibilities. AS job descriptions may be adjusted at any time to fit the organization's needs “Minor revisions” to job descriptions include, but are not necessarily limited to:

- (a) Language or responsibility clarification
- (b) Job description format changes
- (c) Minor responsibility changes
- (d) And adding departmental or office responsibilities “



Associated Students of Western Washington University

AS Communications Office
AS Communications Director

About the Position

~~The AS Communications Director is responsible for creating and implementing an AS Marketing Plan, planning and implementing public relations campaigns, identifying and executing organizational and cross-divisional promotion, advising and guiding office promotion efforts, and acting as the AS organization's spokesperson and media contact.~~ The AS Communications Director is responsible for creating and implementing an AS Marketing Plan, planning and implementing public relations campaigns, identifying and executing organizational and cross-divisional promotion, executing internal communications, advising and guiding office promotion efforts, and acting as the AS organization's spokesperson and media contact.

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 and direction of the AS Board of Directors.

About the Department

The Communications Office is responsible for organizational promotion, marketing, and public relations. This office also provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin 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

- Experience with marketing, branding, and promotion.

- Experience with public relations tactics.
- Experience writing press releases, media advisories and pitch letters.
- Understanding of reporting and journalistic ethics.
- Knowledge of crisis communications.
- Experience managing volunteers or employees.
- Experience managing a budget or being a budget authority.
- Conflict management knowledge or experience.
- Computer skills including Microsoft Word, Excel, Publisher, and Outlook.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Extensive experience working with diverse forms of social media.
- Knowledge of AP style.
- Strong initiative and creativity in planning marketing projects.
- Strong organizational, multitasking, and time management skills.
- Attention to detail and problems solving abilities.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Position Responsibilities

- Ensure the effectiveness of the Board of Directors operations by:
 - Attending Board of Directors meetings and work sessions as needed.
 - Attending Board of Directors retreats and trainings as requested.
 - Reporting major business of the position to the position supervisor, as well as at official meetings of the Board of Directors as needed.
 - Working with the members of the Board of Directors in a cooperative and timely manner.
- Ensure the smooth, effective operations of the Communications Office by:
 - Monitoring and advising all AS offices and staff as the communications strategic advisor for the organization.
 - Devoting at least 19 hours per week to Associated Students business.
 - Establishing and maintaining at least ten (10) posted office hour per week. Establishing and maintaining at least six (6) posted office hours per week, and four (4) meeting hours with other AS communication-related staff per week.

- Supervising the Communications Coordinator and assisting them in their duties as needed.
- Updating legacy documents for this position at least once per quarter.
- Assist AS offices in serving a larger, more diverse student audience by:
 - Communicating and collaborating regularly with offices that promote, market, or advertise AS services.
- Ensure the effectiveness of all office marketing and programming efforts by:
 - Implementing, reviewing, and updating the AS Marketing Plan and Branding Guide.
 - ~~Coordinating the development of branding guides for AS offices in collaboration with the Publicity Center.~~ Coordinating the development of the AS Best Practices guide to establish communication tactics and policies for AS staff.
 - Being knowledgeable about the Associated Students organization including communicating with offices, upcoming events, initiatives, and ongoing projects.
 - Monitoring PC Request Form projects in order to advise and guide office promotion efforts.
 - Planning short and long term strategic promotion goals.
 - Attending meetings with the Publicity Center Coordinator and Account Executives as needed.
 - Monitoring and assisting with offices' social media resources.
 - Coordinating all official AS organizational social media resources.
- Promote the Associated Students organization on and off campus by:
 - Coordinating and expanding organizational marketing and communications.
 - Acting as the main media contact for the Associated Students.
 - Coordinating a committee to plan the AS presence and outreach for university events such as Summer Start, Compass 2 Campus, Western Preview, and Back2Bellingham.
 - Communicating regularly with the Office of University Communications.
 - Collaborating with on and off campus organizations (including Dining Services, Athletics, Housing, and New Student Services / Family Outreach).
 - Assisting in the planning and execution of the Red Square Info Fair promotion plan in collaboration with the Info Fair Coordinator.
 - Working with offices to increase organizational awareness at events.
 - Attending Associated Students program events per quarter as needed.

Salary

This position will receive \$10,244 per position term (approximately \$412 twice per month).

Reportage

This position reports directly to the AS President or designee.

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

The Associated Students is an Equal Opportunity Employer.

Revised February 24, 2012 by motion ASB-12-W-28



Associated Students of Western Washington University

Ethnic Student Center
Program Support Coordinator

About the Position

The Program Support Coordinator is responsible for facilitating the programming of Ethnic Student Center (ESC) general events and providing support for ESC club event programming. The Program Support Coordinator is responsible for providing support for ESC club events and facilitating multiple programs in Ethnic Student Center (ESC). The position also provides programming for the Associated Students and facilitates events, offices and groups throughout the Western and Bellingham community. The Program Support Coordinator is responsible for facilitating the programming of Ethnic Student Center (ESC) general events and providing support for ESC club event programming.

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 ESC is a community that supports historically underrepresented ethnic students and allies by providing a social atmosphere and inclusive environment where we engage in identity exploration and strive for cultural awareness and academic excellence. The AS-ESC is a safe and supportive environment for historically underrepresented groups and allies while providing cultural and educational programs.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin 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 106 credits for undergraduates and 84 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.

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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.
- Knowledge or background in event planning
- Interests and/or experience working with underrepresented student population on campus

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AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

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Ethnic Student Center Responsibilities

- Contribute to the operations of the Ethnic Students Center by:
 - Posting and maintaining ten (10) office hours per week.
 - Attending all ESC staff meetings as scheduled
 - Assisting with the coordination of activities, materials, and tabling schedules for ESC involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase.
 - Assisting and participating in all ESC Building Unity Trainings throughout the year.
 - Working with the ESC staff and volunteers on projects.
 - Serving as a receptionist/resource when needed.
- Maintain a professional environment in the ESC by:
 - Establishing and maintaining an effective working relationship with all ESC staff and ESC club members
 - Staying informed of all ESC events and programming to provide support and act as a resource when needed

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- Communicating with all ESC Staff about programs needs Maintain communication with partnering organizations:
- Student Outreach Services, L.E.A.D.S. other relevant University offices.
- Performing other ESC duties as assigned by ESC Coordinator

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- Maintain professionalism in the ESC by:
 - Ensure the smooth and effective operations of the Ethnic Student Center by:
 - Posting and maintaining ten (10) office hours a week.
 - Staying informed on ESC events/programming to serve as a resource and provide services.
 - Assisting in the development of, and participate in and present at all ESC Building Unity Trainings throughout the year.
 - Working with ESC staff and volunteers on projects
 - Serving as a receptionist/resource when needed.
 - Performing other ESC duties as assigned by ESC Coordinator/Activities Advisor.
 - Develop and enhance teamwork, communication and effectiveness of the ESC by:
 - Attending all ESC staff meetings as scheduled.
 - Devoting a total of 15 hours per week to AS business. 10 hours will be office hours
 - Establishing and maintaining an effective working relationship with all ESC staff and ESC club members.
 - Fostering collaboration throughout the ESC and between ESC clubs.
 - Staying informed on all ESC events and programming to provide support and act as a resource when needed.
- Communicating to the ESC Staff about programs needs and assessment
- Performing other ESC duties as assigned by ESC Coordinator
- Fulfilling other projects as assigned by:
- Maintaining an end of the year guide for your position to help advance employee next year
- Working with the ESC staff and volunteers on projects for the Bellingham community

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Position Responsibilities

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- Promote the interests of the AS-ESC and the Associated Students by:
 - Devoting a total of 15 hours per week to AS business.
 - Serving as the student representative on the AS Fall Staff Development Planning Committee.
 - Serving on AS Management Council.
- Promote and integrate inclusivity in the ESC by:
 - Working with ESC clubs to expand their programming to include other identities.
 - Outreaching to other AS departments to create collaborative programming.
 - Planning an all-inclusive ESC event once per quarter.
 - Communicating with offices involved in diversity programming within WWU to increase collaboration.
 - Staying informed of diversity programming on WWU campus and serving as a resource.
 - Communicating with the AS Vice President for Diversity on a consistent basis.
 - Participate in programSupport ESC club programs by:

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- Assisting in the planning and implementation of the annual ESC committees for ESC major events including Encounter Youth Conference and ESC Awards Ceremony:
 - Maximize program attendance and quality by:
- Represent the interests of the AS ESC and the Associated Students by:
 - Co-Chairing the ESC Presidents Council
 - Maintaining a professional working relationship with the AS Vice President for Diversity
 - Working collaboratively the ESC Marketing and Outreach Coordinator on projects such as Publicity for ESC events and programs
 - Serving as the student representative on the AS Fall Staff Development Planning Committee
 - Serving on AS Management Council voting member
 - Outreaching to students during Summerstart, Transitions and other related events
 - Outreaching to Associated Students offices and WWU relevant departments to create collaborative programming, for example promoting ESC student involvement in Viking Lobby Day
 - Staying informed of WWU relevant resources on campus for the ESC
- Outreaching to students during Summerstart, Transitions and AS events
 - Communicating publicity needs to the ESC Public Relations Coordinator about events and programs
 - Assisting ESC clubs with their programming needs
- Support ESC program and organizational successSupport ESC student officers/leaders with organizational success by:
 - Working with ESC clubs to expand their programming to include intersecting identities
 - Assisting in the planning and implementation of the annual ESC Conference
 - Assisting the ESC Coordinator/Activities Advisor to review the ESC monthly budget; evaluate and assess expenditures; process forms, and maintain all financial records Working with the ESC Coordinator to develop budget plans for ESC programming budget FXX
 - Planning and implementing general programs/events supporting the mission and purpose of the ESC as directed by the ESC Coordinator/Activities Advisor including MLK event, International Women's Day, Culture Shock, and roundtable discussions
 - Serving as summer liaison to work with any ESC clubs that are program planning during the summer session for fall or later quarter events
 - Maintaining resources a club programming guide that would to assist student leaders in the AS program procedures
 - Assisting the ESC Coordinator to review the ESC monthly budget; evaluate and assess expenditures; process forms, and maintain all financial records
 - Assisting ESC Coordinator with Coordinating the distribution of evaluations and collection of data for ESC club and organization events
 - Collaborating with club officers to gather club event dates, to prevent overlapping events
 - Reviewing appropriate programming budgets and expenditure requests as necessary
 - Fostering collaboration among throughout the Developing finalized annual ESC and between ESC clubs and organizations

- Serving as a member on the planning committee for quarterly Building Unity events
- Serving as a resource for leadership development opportunities

— Provide intentional programming for ESC by:

- Planning an all-inclusive ESC event once per quarter

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- Planning and implementing general programs/events supporting the mission and purpose of the ESC as directed by the ESC Coordinator/Activities Advisor including, but not limited to: MLK event, culture shock, brown bag discussions, end of the quarter (Fall and Winter) ESC community celebration
- Providing collaborative programming opportunities with Associated Students office, WWU departments, and Bellingham community organizations. Viking Lobby Day, International Women's Day, Culture Shock, and roundtable discussions
- Assist in program planning committees for ESC major events including, such as, but not limited to: ESC Building Unity Trainings, Encounter Youth Conference and ESC Awards Ceremony
- Assisting ESC Coordinator with the distribution of evaluations and collection of data for Ethnic Student Center events
- Create, design and maintain an assessment tool that provides feedback through a standard evaluation process for all ESC events
- Working with ESC staff on various projects such as outreaching to other AS departments to create collaborative calendar during summer to make reservations, resolve programmatic discrepancies, and develop programming timelines.
- Assisting with the coordination of activities, materials, and tabling schedules for ESC involvement in campus events such as (but not limited to) VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- Staying informed of diversity programming on WWU campus and serving as a resource

— Represent the ESC by:

- Chairing the ESC Program Committee (if applicable)
- Serving as the student representative on the AS Fall Staff Development Planning Committee (if applicable)
- Serving on AS Management Council (if applicable)
- Outreaching to students during Summerstart, Transitions and other related events
- Communicating with offices involved in diversity programming within WWU to increase collaboration
- Serving at the front desk when needed

Salary

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

Reportage

This position reports directly to ESC Coordinator/ESC Program Coordinator/Activities Coordinator.

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



Associated Students of Western Washington University
Outdoor Center
Excursions Coordinator

About the Position

The Excursions Coordinator programs a series of trips and instructional clinics, and provides support for individuals seeking independent excursions.

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 purpose of the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

Terms of Position

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

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Must have continually possessed a valid driver's license over the past 24 months.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.

- Basic knowledge of department and position specific responsibilities.
- Ability to articulate a general understanding of the Pacific Northwest's topography and regional outdoor recreational possibilities.
- Have sound knowledge of outdoor recreational equipment.
- Possess or ability to obtain outdoor industry certifications such as Wilderness First Responder (WFR), Leave No Trace Master Educator (LNT ME), AAIRE Avalanche 1 Certification, Swift Water Rescue.
- Understand outdoor leadership techniques and principles such as those described by the Outdoor Center's E.D.G.E program.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Outdoor Center Responsibilities

- Ensure the Outdoor Center serves the needs of the Associated Students by:
 - Working closely with the Outdoor Center Excursions Assistant Coordinator to provide a variety of outdoor excursions and instruction.
 - Developing new excursions that reach out to a variety of different Associated Students populations.
 - Serving as the Budget Authority for the Excursions and Instruction budget in conjunction with the Outdoor Center Manager.
 - Performing other duties as needed or assigned by the Outdoor Center Manager.
- Uphold Outdoor Center mission statement, norms, and expectations by:
 - Devoting an average of 15 hours per week to Associated Students and Outdoor Center business.
 - Establishing and maintaining a minimum of 10 office hours per week.
 - Providing availability for Outdoor Center promotions, events, and speaking engagements.
 - Participate in training conducted by the Outdoor Center Manager.
 - Developing and delivering an Excursions Coordinator legacy document for the successive incumbent.
 - Providing training to the incoming Excursions Coordinator during Spring Quarter.
 - Recognizing the worth of the individual and the group in all activities.
 - Establishing and maintaining a respectful working relationship with all other members of the Outdoor Center Staff.

Position Responsibilities

- Provide the campus community with a regular series of outdoor excursions by:
 - Focusing on the resources of local regions.
 - Offering excursions in a variety of formats and skill levels.
 - Developing a quarterly excursions events calendar.
 - Providing adequate departmental publicity information.
 - Maintaining valid permits for certain excursions destinations.
 - Working with the Assistant Excursions Coordinator to purchase and maintain necessary gear to provide outdoor industrial standards for each excursion.
 - Reserving AS vehicles for each planned excursion.
 - Conducting programs in a manner that minimizes impacts on the natural environment (following Leave No Trace principles and spectrums).
 - Maintaining or creating contracts with organizations outside the University run certification courses.
- Ensure Trip Leaders are adequately trained by:
 - Reviewing and processing all Trip Leader applications.
 - ~~Working with the trip leader club to identify potential Trip Leader candidates, build camaraderie among trip leaders, and increase participation in Outdoor Center Excursions. Providing opportunities beyond experiential trip leading trainings for new existing trip leaders by extending scholarship applications. (e.g. forwarding any opportunities from American Alpine Institute and Remote Medical International)~~
 - Facilitating trip leaders' completion and understanding of all necessary contracts, employment and volunteer paperwork, and reviews.
 - ~~Working with the Outdoor Center Club to identify potential trip leader candidates and provide appropriate training, resources, and equipment to maximize training time. Conducting quarterly meetings early in the quarter to inform existing head trip leaders of potential excursions and clinics planned for the quarter.~~
- Provide a series of skill set development opportunities to the campus community by:
 - ~~Providing a regular series of instructional clinics~~
 - ~~Providing trips to at a reasonable price for intended client base of students, alumni, faculty and staff.~~
 - Planning programs that allow people to explore different recreational opportunities and develop specific skills.
 - Planning programs that enhance the objectives of other Outdoor Center Departments.
 - Developing a quarterly instructional events calendar.
 - Providing adequate departmental publicity information.
 - Conducting instructional programs in a manner that minimizes impacts on the natural environment (following Leave No Trace principles and spectrums).
- Ensure that the Excursions Assistant Coordinator and the equipment technicians fulfill the responsibilities of their job descriptions by:
 - ~~Supervising these personnel.~~
 - ~~Delegating roles and responsibilities with assistant coordinator in an efficient manner.~~
 - Ensuring all office hours are maintained.
 - Remaining aware of the state of the Excursions gear section and reminding the Technician to keep it orderly, if needed.
 - Updating Technician on Trip Leader requests or notifications of required gear maintenance
 - Maintaining open and thorough communication.

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 Outdoor Center Manager.

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

The Associated Students is an Equal Opportunity Employer.

Revised on March 9, 2011 by motion ASB-11-W-48.



Associated Students of Western Washington University

AS Outdoor Center

AS Challenge Course E.D.G.E Program Coordinator

About the Position

The purpose of the E.D.G.E Program is to provide opportunities for the development and practice of individual and team skills through experiential activities. The E.D.G.E Program experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The E.D.G.E Program Coordinator will be responsible for assisting the Outdoor Center Manager with a variety of tasks associated with the operation of the E.D.G.E Program. The E.D.G.E Program Coordinator will be responsible for a variety of tasks that focus around the Challenge Course. The purpose of the Challenge Course is to provide opportunities for the development and practice of individual and team skills through experiential activities. The Challenge Course experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The Challenge Course Coordinator will be responsible for assisting the Outdoor Center Manager with a variety of tasks associated with the operation of the Challenge Course. The Challenge Course Coordinator will be responsible for a variety of tasks that focus around the Challenge Course.

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 purpose of the Associated Students Outdoor Center is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The Outdoor Center provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

The Associated Students E.D.G.E Program exists to aid in the development of group dynamics, provide leadership skills, and effective communication skills while helping the groups identify and reach their collective goals. This is accomplished through tailored group activities on Western's campus, at the Lakewood challenge course, and off campus. Our knowledgeable facilitators have been trained in leadership, risk management, group dynamics and Challenge Course Industry Standards. The purpose of the Associated Students Outdoor Center is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The

Outdoor Center provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

The Associated Students Challenge Course exists to aid in the development of group dynamics, provide leadership skills, and effective communication skills while helping the groups identify and reach their collective goals. This is accomplished through tailored group activities on Western's campus, at the Lakewood challenge course, and off campus. Our knowledgeable facilitators have been trained in leadership, risk management, group dynamics and Challenge Course Industry Standards.

Terms of Position

This is a four quarter position. This position starts the Monday before the start of classes summer 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 may be expected to work during intersessions, but has seven weeks of vacation throughout the term of position to be coordinated with the position supervisor.

AS Employment Qualifications

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

Preferred Qualifications

- Prior experience with managing volunteers or employees
- Budget management knowledge or experience
- Ability to work collaboratively with 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.
- Ability to work flexible hours
- Ability to communicate and work effectively with a wide variety of people on Westerns campus and in the Bellingham community
- Ability to perform safety checks on cables, ropes, slings, helmets, hardware, paths, and any other related equipment used on the course
- Briefing and debriefing skills
- Group process and developmental skills
- Experience with E.D.G.E Programming and E.D.G.E Course operations.
- Current First Aid and CPR Certification

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Outdoor Center Responsibilities

- Uphold Outdoor Center mission statement, norms, and expectations by:
 - Devoting an average of 19 hours per week to the Associated Students and Outdoor Center business.
 - Establishing and maintaining a minimum of 12 office hours per week.
 - Providing availability for Outdoor Center promotions, events, and speaking engagements.
 - Participate in training conducted by the Outdoor Center Manager.
 - Recognizing the worth of the individual and the group in all activities.
 - Establishing and maintaining a respectful working relationship with all other members of the Outdoor Center Staff.
- Ensure the Outdoor Center serves the needs of the Associated Students by:
 - Providing a variety of Outdoor Challenge Course programming.
 - Serving as the budget authority for the Challenge Course budget in conjunction with the Outdoor Center Manager.
 - Performing other duties as needed or assigned by the Outdoor Center Manager.

Position Responsibilities

- Enable E.D.G.E Facilitators to help students and groups to build camaraderie, teamwork, and trust
Enable Challenge Course Facilitators to help students and groups to build camaraderie, teamwork, and trust by:
 - Contacting clients and scheduling their use of the E.D.G.E Program.
 - ~~Organizing trainings and activities to inform and develop the skills required to facilitate groups utilizing the E.D.G.E challenge program.~~ Organizing trainings and activities to inform and develop the skills required to facilitate groups utilizing the Challenge program.
 - Delegating post-booking client contact in order to allow the facilitators to discuss the individual and unique needs of each client.
 - Holding facilitators accountable for safety on the course.
 - Managing equipment inventory.
 - Maintaining a resource area of instructional materials, files, and other appropriate materials.
 - Keeping an up-to-date schedule available in order to maintain visibility and keep facilitators accountable for upcoming work dates.
 - Establishing and maintaining at least 12 office hours per week.

- Reserving the challenge course and lounge at Lakewood for prospective clients.
- Ensure that the E.D.G.E Challenge Course is functional, safe, and meets industry standards Ensure that the Challenge Course is functional, safe, and meets industry standards by:
 - Ensuring all equipment is in adequate working condition.
 - Performing a full inspection of the challenge course on a regular basis.
 - Assuring the course meets the ever changing industry standards.
 - Taking steps to ensure that the course passes its annual external inspection.
 - Staying up to date on changing industry and safety standards.
 - Replacing ropes, harnesses, helmets, and hardware as needed.
 - Keeping updated records of Challenge E.D.G.E course use, payments, and billings.
 - Ensuring that the program is operating within its financial capabilities.
 - Attending/Obtaining training on specific challenge course guidelines and regulations (In Consultation with Staff Manager)
 - Ensuring that the program is operating within its financial capabilities.
- Market the E.D.G.E Program and financial sustainability Market the Challenge Course Program and financial sustainability by:
 - Promptly billing clients after each use of the course.
 - Tracking client interest and information so as to insure their unique needs are met.
 - Serving as the budget authority for the Challenge Course budget (FXXCHL).
 - Organizing and maintaining archives of photographs and Challenge E.D.G.E publicity.
 - Acting as a representative for the AS E.D.G.E Program. Acting as a representative for the AS Challenge Program.
 - Pursuing new avenues for increasing the visibility and use of the E.D.G.E program. Pursuing new avenues for increasing the visibility and use of the Challenge program.
 - Negotiating contractual terms with vendors.
 - Promoting the E.D.G.E program and its resources at WWU events. Promoting the Challenge Course program and its resources at WWU events.
- Hire and train quality challenge course facilitators by:
 - Reviewing and processing all facilitator applications.
 - Conducting interviews of potential facilitators as needed.
 - Working with the P.E 105 instructor to identify potential facilitator candidates.
 - Ensuring that facilitators are adequately trained for the responsibilities and tasks they are performing.

Salary

This position will receive \$8,367.96 per term of position (about \$348.67 twice per month).

Reportage

This position reports directly to the AS Outdoor Center Manager.

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

The Associated Students is an Equal Opportunity Employer.

Revised April 11, 2012 by motion ASB-12-S-17.



Associated Students of Western Washington University
AS Publicity Center
Distribution Coordinator

About the Position

The Distribution Coordinator ensures the timely dissemination of publicity materials which may include posters, fliers, table tents, banners, newspapers, etc.

Position Classification

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western 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, promoting office and events, and maintaining and updating programming resources for the department.

About the Department

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.

Terms of Position

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

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 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 collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.
- Knowledge of the campus and Bellingham community, including appropriate locations for placement or posting of promotional materials.
- Comfortable carrying newspapers, ladder, posters and/or banners long distances across campus.

- Ability to lead and motivate others, and coordinate and delegate tasks.
- Comfortable using a ladder.
- Valid driver's license.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Publicity Center Responsibilities

- Provide Support to the Publicity Center by:
 - Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
 - Attending periodic Publicity Center staff meetings.
 - Assisting with clients at front desk when needed.
 - Completing other duties as assigned.

Position Responsibilities

- Ensure the timely distribution of materials by:
 - Maintaining posted office hours
 - Maintaining inventory of supplies and reporting needs to PC Coordinator
 - Meeting daily distribution milestones assigned
 - Adequately scheduling staff for assigned routes
 - Posting banners on campus buildings; may require use of a ladder
 - Distributing and/or coordinating distribution of table tents to dining areas
 - Distributing and/or coordinating distribution of the NY Times, AS Review and other publications
 - Serving as the liaison between NY Times and Western
- Enforce posting rules by:
 - Training staff to recognize illegal postings
 - Removing illegal postings and notifying offender of current rules
- Ensure quality promotions by:
 - Maintaining clean, well-managed posting locations for the best visibility
 - Reporting graffiti and/or difficult to remove defacement by notifying PC Coordinator

- Monitoring distribution locations to ensure all promotions are current
 - Establish and maintain an accurate record of the status of distributed materials.
 - Generate ideas for new distribution locations and distribution improvements to PC Coordinator.
 - Update posting locations and prepare distribution lists for customer use.
 - Maintain on-campus open-distribution boards and clear illegal postings.
- Support a successful staff by:
 - Holding periodic staff meetings for Distribution staff personnel.
 - Bringing personnel issues to the attention of the Publicity Center Coordinator.
 - Making quarterly reservations for use of a vehicle for downtown distribution.

Salary

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

Reportage

This position reports directly to Publicity 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



Associated Students of Western Washington University
Environmental & Sustainability Programs (ESP)
Green Energy Fee Education Coordinator

About the Position

The AS Green Energy Fee Education Coordinator works to educate and engage the campus community around the Green Energy Fee Grant Program (GEF) and the benefits and opportunities it provides.

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, promoting office and events, and maintaining and updating programming resources for the department.

About the Department

The purpose of the Associated Students Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

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

- Ability to work collaboratively with multiple people and organizations and with people of diverse backgrounds and opinions
- Self-motivation and creativity
- Desire to involve and educate the campus and the greater community
- Organizational and time management skills
- Event planning skills or knowledge
- Basic computer skills including word, excel, email; ability to learn/use web software
- Experience planning and implementing communication and publicity efforts

- 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 within deadlines and problem solve
- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards
 - Attending all AS staff development events including pre-fall orientation
 - Being knowledgeable of the AS organization and its general operations
 - Serving on search committees as designated by the AS Personnel Director
- Ensure the continuity and legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder

Environmental & Sustainability Programs Responsibilities

- Ensure the smooth, effective operations of the Environmental & Sustainability Programs by:
 - Establishing and maintaining active working relationships with all ESP team members
 - Attending ESP Fall Training, ESP staff meetings, weekly meetings with the ESP Associate Director, and on-going training as needed
 - Assisting with the coordination of activities, materials, and tabling schedules for ESP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
- Provide the most relevant and effective resources, outreach, and programming by:
 - Completing event planning and evaluation paperwork in a timely manner and in accordance with the guidelines set by the ESP Associate Director
 - Implementing systems to track and assess student use of the GEF Program
 - Developing and maintaining a program evaluation process to analyze the overall success of the program in meeting the needs of the student body (demographics, promotion success, other important statistics)
- Empower and support the Associated Students membership with information, activities, and peer education focused on the GEF Grant Program by:
 - Providing unbiased, nonjudgmental, and accurate information and services about the GEF Grant Program to students
 - ~~Devoting a total of 15 hours per week to position responsibilities~~
 - Establishing and maintaining a minimum of 10 office hours per week
 - Coordinating educational programming and outreach of the GEF Grant Program

Commented [RC1]: Redundant

Position Responsibilities

- Promote the benefits and opportunities of the GEF Program to students, staff, and faculty through promotional materials and marketing by:
 - Maintaining familiarity with GEF proposal processes
 - Regularly consulting with GEF Grant Program Coordinator to obtain current, accurate updates on ongoing projects
 - Developing promotional materials for students, staff, and faculty that highlight the benefits and opportunities of the GEF Program
 - Developing educational materials to accompany and highlight existing GEF projects
 - Developing and implementing a media campaign to encourage students, staff, and faculty to submit Green Energy Fee proposals
 - Plan and execute proposal drives in coordination with the request for proposals (RFPs) Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc.
 - To encourage students, staff, and faculty to submit Green Energy Fee proposals
 - To plan and execute proposal drives in coordination with the request for proposals (RFPs)
 - Developing educational materials to accompany and highlight existing GEF projects
 - Utilizing social media to advertise and promote the GEF Program
 - Outreach to the campus about GEF support available to complement existing sustainability initiatives
 - Targeting new students (freshman and transfer) through partnership with New Student Services, Admissions, and Residence Life, highlighting GEF projects on campus tours and ensuring a presence at Red Square Info Fair and Western Preview
 - Collaborate with ESP Associate Director during Spring Quarter to ensure the ESP Associate Director represents the GEF Program at Summerstart and Transitions
 - Ensuring promotion is campus-wide and through multiple mechanisms. This includes but is not limited to:
 - Ensuring that non-traditional campus communities, such as the College of Business & Economics or the College of Humanities, are targeted in addition to traditionally recognized ones, such as Huxley College of the Environment
 - Ensuring promotion to environmentally oriented student clubs is evenly distributed
 - Working to integrate GEF Grant Program into the academic structure of all university colleges
 - Encouraging the introduction of the GEF into academic materials, such that projects could become a part of curriculum, working with professors to integrate GEF proposals into class curriculum
 - Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc. Assist the GEF Grant Program Coordinator with press releases that inform the campus community about the program's and projects' activities
 - Working to include GEF projects into regular campus tours
 - Maintaining a working knowledge of related programs on campus and at other universities

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- ~~Putting on events in relation to the GEF program, including at least one that is large scale~~
 - ~~Includes workshops developed in collaboration with the GEF Grant Program Coordinator~~
- ~~Promote the benefits and opportunities of the GEF Program to students, staff, and faculty through outreach workshops and classroom presentations by:~~
 - ~~Informing and encouraging students, staff, and faculty to participate in the program through events about the fee~~
 - ~~Ensuring all educational & promotional materials and media are approved by the Green Energy Fee Grant Program Coordinator & ESP Associate Director~~
 - ~~Provide accurate and effective information and resources regarding the GEF Program by:~~
 - ~~Developing, providing, and leading educational workshops in collaboration with the GEF Grant Program Coordinator to help the campus community learn about the GEF Program~~
 - ~~Assisting in the development and provision of proposal workshops and informational sessions in collaboration with the GEF Grant Program Coordinator to detail the proposal submission and review process and how to complete the grant application~~
- ~~Assist the GEF Grant Program Coordinator with press releases that inform the campus community about the program's and projects' activities~~
- ~~Collaborating with the GEF Grant Program Coordinator, the ESP Associate Director, and the Campus Sustainability Manager to ensure consistent understanding of the program and processes and to coordinate efforts across the spectrum of the GEF program~~
- ~~Maintaining familiarity with GEF proposal processes~~
- ~~Regularly consulting with GEF Grant Program Coordinator to obtain current, accurate updates on ongoing projects~~
- ~~Maintaining a working knowledge of related programs on campus and at other universities~~
- ~~Ensuring all educational & promotional materials and media are approved by the Green Energy Fee Grant Program Coordinator & ESP Associate Director~~

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Commented [RC2]: Already in section above

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- ~~Provide educational opportunities related to GEF Program by:~~
- ~~Putting on events in relation to the GEF program, including at least one that is large scale~~
- ~~Includes workshops developed in collaboration with the GEF Grant Program Coordinator~~
- ~~Informing and encouraging students, staff, and faculty to participate in the program through events about the fee~~

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- ~~Engage students, staff, and faculty at Western not directly connected with campus sustainability by:~~
 - ~~Targeting non-traditional audiences on campus and highlighting various skill sets needed to complete projects~~
 - ~~Encouraging the introduction of the GEF into academic materials, such that projects could become a part of curriculum, working with professors to integrate GEF proposals into class curriculum~~
 - ~~Continuing to build relationships between the GEF program and interested faculty through the Sustainability Academy~~
 - ~~Fostering relationships with interested faculty and staff~~
 - ~~Working to include GEF projects into regular campus tours~~
 - ~~Encouraging the development of student department / internship accreditation for working on projects, such that students receive college credit for projects~~
 - ~~Working to integrate GEF Grant Program into the academic structure of all university colleges~~

Commented [RC3]: Same message as in bullet below

- Foster positive working relationships with the various offices and people comprising the GEF program structure by:

- Ensuring GEF Grant Program team cohesiveness and collaboration by:
 - Actively participating within the GEF Grant Program team, which includes the GEF Grant Program Coordinator, GEF Outreach Assistant and the GEF Education Coordinator
 - Attending weekly meetings with the GEF Grant Program team
 - Attending periodic meetings with the GEF Grant Program team; the ESP Associate Director; and the Campus Sustainability Manager
- Maintaining a working knowledge of organizational relationships and processes within the university that affect/play into the proposal process
- Making regular reports to the AS VP for Student Life and the GEF Committee
- ~~Attending weekly meetings with ESP Staff~~
- Maintaining and updating a legacy document of position accomplishments and activities in order to ensure continuity in the position from year to year

Commented [RC4]: Already written in ESP section

- Provide educational, social, and community building opportunities to the campus community in relation to the GEF mission by:

- ~~Developing 3-6 events within the GEF program per quarter~~

Commented [RC5]: This is responsibility of GEF Outreach Assistant

Salary

This position earns \$287.57 per two-week pay period through WWU's payroll system.

Reportage

This position reports directly to ESP Associate Director.

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

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