



AS Job Descriptions changes

Proposed Motions: Review Substantive Changes Recommendations

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:

Substantive changes:

- ESC Public Relations
- ASP Special Events
- AS Public Relations Coord.
- AS REP Coord.
- AS KVIK Coordinator/Assistant Coordinator

The AS Personnel Committee may make recommendations to the AS Board of Directors to adjust employee's salaries and make substantive changes to job descriptions in accordance with Washington State Law and Western Washington University policies. AS job descriptions may be adjusted at any time to fit the organization's needs. "Substantive changes" to job descriptions include, but are not necessarily limited to:

- (a) pay adjustments
- (b) reportage changes
- (c) major responsibility changes
- (d) term of position changes
- (e) job title changes
- (f) and position classification changes

Personnel Committee has also recommended the following substantive changes to the board:

- ESC Public Relations
- ASP Special Events
- AS Public Relations Coord.
- AS REP Coord.

Personnel Committee has recommended to the board that the ESC Public Relations Coord. Be changed to AS ESC Marketing & Outreach Coord. The job description has be revised to better address what this position does in the ESC. This position works more in marketing the ESC as well as advising clubs in their marketing strategies. (Please see job description). We have also

recommended to the Board that this position have 40 planning hours, this position will be planning the marketing events for tabling sessions during summer transitions, summerstart, events with WWU Recruiting & Outreach offices, and SOS. In order to try and outreach to incoming students and transfer students. This position will complete planning hours by mid-july with the stipulation that this position under go an evaluation process of how the planning hours worked out. (Please see Nates Proposal Sheet for more information)

ASP Special Events Coord. Is being recommended to the board that this position be extended to summer quarter with the stipulation that this position will work 10 hours a week instead of its regular 15 hours a week.

AS Public Relations Coord. Is being recommended to the board to be changed to AS Communications Coordinator. I do want to note that Personnel Committee does is hesitant about the name change due the history of the name change however the AS Communications Director, Mason Luvera and Jaime Hoover believe that this change better reflects what this position does. Please see the cover letter provided by Mason Luvera.

AS REP Vote Coord. Is being recommended to the board to be changed to two full quarter's summer and all of fall. With the stipulation that this position remains assistant coord. And that the extra 2 weeks given be used to create a legacy document for the future position holder. While this position is not given a legacy document the knowledge of the nature of this position can be documented for future position holders. Personnel Committee had many concerns about the original proposal to change this position to a full quarter, the committee even tabled this position for an additional week to give committee members enough time to assess the information given. Also with the change of the AS REP Director being recommended to be changed to a Directors level with an additional 2 hours should be able to assist the vote coordinator during summer hours.



"Request for Job Description Changes for AS ESC positions and changing AS ESC Public Relations Coord, to 4 quarters"

Proposed Motions: *Motion to approve new revisions to the AS ESC Program Support Coordinator position. Motion to approve the name change from AS ESC PR coord, to AS ESC Marketing and Outreach Coordinator and change the position to have 40 work hours time during the summer.*

Sponsor: *ESC Coordinator*

Persons of Contact: *Nate Panelo*

Guest Speaker: *Nate Panelo*

Date: 2/27/14

Attached Document

- AS ESC Program Support Coordinator Job Description
- AS ESC Marketing and Outreach Coordinator Job Description

Background & Context

As the ESC moves to better establish its role with the University and the students of color on campus, we thought it would be beneficial to clean up its content with the personnel office to better reflect the new things happening with our center. We found the current ESC job descriptions confusing, convoluted with big words, and repetitive. I would like students to see the position and feel like they understand the job in its entirety. The hope is to gain a larger applicant pool. It was also a good time to reevaluate summer hours and provide better direction for the positions and make sure they are using the hours wisely.

Changes include:

- Changing responsibilities to be goal oriented, and not program specific oriented
- Taking out old titles, programs, etc.
- Changing some grammatical errors, stylistic language, and succinctness (specific changes can be seen in the attached documents)
- Requesting for summer hours for some positions to give adequate time for summer projects

Summary of Proposal

The ESC's goals for the new revisions are as follows:

- To update position responsibilities to reflect exactly what they do and clear up expectations
- To clearly distinguish the differences between the ESC Coordinator, ESC Program Coordinator, and the AS ESC Program Coordinator
- To explore title changes help to alleviate confusion when students are applying for these positions
- To provide adequate time for the positions to be successful for the summer

Some major changes are:

- Name change from AS ESC Public Relations Coordinator to AS ESC Marketing and Outreach Coordinator
- Support for the Marketing and Outreach coordinator to hold 40 hours during the summer to provide all marketing materials for summerstart and transitions, as well as establishing relationships with other offices like Housing, Counseling Center, Health and Wellness, Career Services, Academic Advising etc.
- The "about us" is now updated with our new Mission Statement
- Redefining categories in the "ESC Responsibility" section

These changes will hopefully reflect our mission statement, "to support 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."

Fiscally

The addition to have the ESC Marketing and Outreach Coordinator have 40 summer hours is around \$500. Though this is a "large" amount, I see it as a way to provide a paid position to have income during the summer, opportunities for development, and benefiting the AS by providing more staff during the summer hours.

Rationale

"Why does this proposal make sense?"

The hope is that the Job Description changes will give better direction for the applicant. The current JD is wordy and cryptic. The new proposed changes reorders things to make sense to those not familiar with the AS.

The ESC Marketing and Outreach Coordinator would benefit with summer hours since the ESC does multiple outreach programming to incoming students.

What's the short & long term benefit?

Short term: The ESC positions will understand their jobs better and have sufficient time to work together and fulfill their duties next year

Long term: This might allow the AS to reevaluate and reassess how much we ask from our AS Employees and maybe look at better ways to provide better support and/or opportunities for growth



**Associated Students of Western Washington University,
Ethnic Student Center,
Marketing & Outreach Coordinator Public Relations Coordinator,**

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About the Position

The Marketing & Outreach Coordinator represents the Ethnic Student Center (ESC) within the Associated Students and provides publicity and outreach related support for the Associated Students as a whole, and represents the ESC to Western and Bellingham community. The Public Relations Coordinator represents the Ethnic Student Center (ESC) within the Associated Students and provides publicity related support for the Associated Students as a whole, and represents the ESC to Western and Bellingham community.

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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.

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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.

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Terms of Position

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

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AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6.0 credits for undergraduates and 4.8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

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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^

» Publicity/design experience and/or knowledge.

« Basic knowledge of department and position specific responsibilities.

» Interests and/or experience working with underrepresented student population on campus

• Basic knowledge of department and position specific responsibilities.

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f/S 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 continuity and legacy of this position by:

- o Working with supervisor and Personnel Director to revise and update position job description.
- o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
- o Developing and maintaining a legacy document as required by the AS Employment Policy.

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Ethnic Student Center Responsibilities

• Contribute to the Ewofe-the-smoeth-and-effective-operations of the Ethnic Students Center by:

- o Postng and maintaining ten (10) office hours per week.
- o Attending all ESC staff meetings as scheduled.
- o Assisting with the-oopdmation' 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,
- o Assistine-m and participating in the-devetepment of, and-part-ieipate in and-presentatah ESC Building Unity Trainings throughout the year,
- o Working with the ESC staff and volunteers on projects,
- o Serving as a receptionist/resource when needed.

• Maintain a proessionaltsm environment in the ESC by:

- o Performing other ESC duties as assigned by ESC Coordinator/Activities Advisor.
- o DeveteDTTfd-enhanc-edeamwork - eom-tnuBleat-ien-and-ef-feetiveness-eUthe-lis&bv-: e-ffi-tending-all ESC staff meetings as schedttJed^

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o Establishing and maintaining an effective working relationship with all ESC staff and ESC club members..

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o Staying informed ojn all ESC events and programming to provide support and act as a resource when needed^.

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Communicatini: with alle-the ESC Staff about programs needs and-assessment

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o Maintaining communication with partnering organizations:

o Student Outreach Services, L.E.A.D.S. other relevant University offices.

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o Working with the PSG stafhaHffvelunteer. on areiects for the-BejHneltanvcsmfnunityPerforming other ESC duties as assigned by ESC Coordinator

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Position Responsibilities

• Pmmote atithreoRjsent Represent the interests of the AS ESC and the Associated Students by:

o Serving on AS Marketing Committee or its equivalent (if applicable)

o Mainting !30 hours of planning hours for Summer Quarter

o Sennu.; a.; a non votine moniboi on il !; AS ESC Steering Committee

o Maintaining a professional working relationship with the AS Vice President for Diversity

o Providemg office support for the ESC Program Support Coordinator

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Commented [M62]: We already have a floating co-chair in Steering Committee which is decided at the end of each meeting. Co-chair would only be needed for the Program Support Coordinator when it comes to Presidents Council

Maintain Pubttei fPublicity? and Marketing for the Ethnic Student Center and club events: ze-the-irvterea er-the-A-S-E-SC-and-t-hcbfysseeiated-St-udei-ittrbv: lav-t

o Beveting a total of 15 hours per week to AS-bwiftess?

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o Coordinating publicity for ESC events.

e> Meeting with the AS-Vise-PFebicent-fei-Bivet'sity-eR-a-ceFizistent-baafe

• EnsuFe-aecDFate^effeettiveT-aRd-atlvafleed-i publicity for ESC and ESC club events by:

o mgProviding basic design support for office and work with AS, Publicity Center to help

publicize ESC and club events throughout the year

o Creating Ethnic Student Center publicity and promotional items (e.g. Tabling giveaways.

Event Calendars, Logos, etc.) Serving as the pFImaiv4afeon-with-the-AS-Pubiilty Csntee-ta

and the Communications and Marketing Office to ensure timely processing of all publicity-Fetated-requester

o Maintaining a Nn atworking with on campus news publication; such as the Western Front

and tie AS Review to provide publicity for the ESC

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o Collaborating with club officers to gather club event dates, to prevent overlapping events.

o Maintaining an up-to-date quarterly caaledar of ESC and club even;; duilar. summeria

resolve programmatic discrepancies

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o Working with the Office of Public Relations to develop a public-relations guide,

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events

- Assisting with activities, materials, and tabling schedules for ESC involvement in campus

events such as but not limited to: Mens-VQ Late Night Red Square Infe

Pair: ■ AS Job Fair and the Eams Activities Showcase

o Maintaining and Updating ESC online media outlets such as, but not limited to: the ESC

Facebook pages, Goode, Twitter, Tumblr

o Providing email updates about ESC related events to all ESC affiliates, and the Western and Bellingham Community.

o Managing ESC listserv network (e.g. Mail Chimp, Outlook, Googlet)

o Working with the AS Webmaster to maintain an up-to-date ESC website

o Integrating and updating social media outlets?

- Maintaining an ESC public relations guide to help advance the position for next year. Assist with coordination of summer events in consultation with ESC Coordinator. Such as tabling activities, and creating materials, for ESC involvement in campus events such as, but not limited to, Summerstart, Transitions!

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o Ensure the Ethnic Student Center Outreach/Outreaches to Western and Bellingham Community to the public on behalf of the ESC by:

• Coordinating publicity for ESC events. Ensure community outreach and involvement by:

o Working with the ESC Coordinator/Activities-Advisor to foster and maintain a positive, inclusive, and welcoming image and enhance working relationships and communication with community organizations and media outlets.

o Collaborating with admissions to outreach to potential incoming Western students. Working with the AS Webmaster to maintain an up-to-date ESC website.

o Facilitating the development and publishing of a quarterly ESC newsletter.

o Working with the WWU Communications and Marketing Office and AS Communications Office as needed.

o Assisting with ESC alumni relations

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o Represent the ESC by:

o Chairing the ESC Communications Committee (if applicable)

o Serving on AS Facilities & Services Council (if applicable)

o Serving on AS Marketing Committee or its equivalent (if applicable)

o Serving at the front desk when needed

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~~e—Keeping in conjunction with the ESC Program Coordinator and/or ESC
Coordinator/Activities Advisor, AS Vice President for Diversity on a consistent basis~~

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Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term (about \$ twice per month).

Reportage

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



AS Communications Staff Job Description Changes

Proposed Motions: *Move to approve the name change for the AS PR Coordinator, position, and remaining edits to the office job descriptions.*

Sponsor: *AS Communications Director - Mason Luvera*

Persons of Contact: *AS Communications Director, AS PR Coord.*

Guest Speaker: *AS Communications Director - Mason Luvera*

Date: *Feb 21, 2014*

Attached Document

Attach supplementary documents to complement this summary page

Background & Context

The AS Communications Offices is a rapidly changing and dynamic office that serves students and our organization through ever-changing ways. The 2013-2014 staff has invested a tremendous amount of effort to take on this office's kinks and evolve the office into a more purposeful and better-serving resource and administrator for the AS. Part of this effort has been to analyze, criticize and improve the activities that each position does, which has been refined through the following already-taken steps:

- Critical analysis of time spent on most important tasks.*
- Breakdown of responsibilities to different offices.*
- Restructuring meeting between the PC, AS President and Comm office to address communications issues.*
- Consistent meetings to resolve and complete improvements to the AS Calendar.*
- Addressing needs with media in the community to better understand efficient means of disseminating information.*
- Meeting with AS directors to clarify and understand needs from the Comm Office.*

Summary of Proposal

We are proposing the name of the AS Public Relations Coordinator be changed to the AS Communications Coordinator to better reflect the positions responsibilities and role. Additionally, we made several minor changes to both the PR Coord. And Comm Director positions to better clarify responsibilities and day-to-day activities.

The proposed changes help better represent what it is that the Comm Office is doing to best contribute to the organization. Each change was the result of a meticulous and honest audit and examination of what we do. We closely examined each job description and compared it to how we actually execute our positions, and simply made the adjustments. Each change simply clarifies the positions role, and we know these changes will help solidify the work and effort that has gone into the advancement of the Communications Office.

The only downside we see is that the PR Coord, position has had several recent name changes - we address this below.

Fiscally

There are no fiscal implications of these changes.

Rationale

Over the Past year, the Communications Office has been working to reevaluate and refine our presence and purpose in the organization. The changes to the job descriptions are an extremely important step forward for our office.

We are proposing the name change of the PR Coord, to the Communications Coord, for several reasons. The first and most obvious reason to us is that the PR Coord, and the Communications Director really work in unison as a team to manage AS communications. Subsequently, the title including "Public Relations" for the PR Coord, position doesn't accurately represent their existing job description. In fact, public relations duties are actually more established in the Communications Director position. Additionally, the PR Coord, deals with many other duties that include social media and marketing as well, so the name change helps codify that. The name change is also being proposed for external purposes as well. One of the biggest issues we have had is staff and public confusion about who does what when it comes to media relations and PR issues. Technically, the Communications Director is the spokesperson for the IAS and handles all media relations. The PR Coord, position is designed to assist in this process by working internally on proactive PR strategies. However, when someone is needing information or a PR crisis arises, media and staff are confused as to which person to reach out to because of the PR-specific title of the PR Coord, position. Based on both the existing job descriptions, as well as our proposed ones, the name change better represents the actual position responsibilities.

The remaining changes to each job description were made as simple refinements to what the positions do. There were no major changes beyond clarifications.



Associated Students of Western Washington University

AS Communications Office

AS Communications Coordinator AS-Public-Relations-Coordinator

About the Position

The Public Relations Coordinator is responsible for coordinating and disseminating a central AS events calendar, updating the AS and WWU online event calendars, writing and distributing press releases to appropriate media contacts, assisting with implementation of promotion initiatives, assisting with internal communication, requesting select KUGS PSAs, coordinating and disseminating a central AS events calendar and updating the AS and WWU online event calendars.

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 AS 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 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

- Strong organizational, multitasking, and time management skills.
- Understanding of public relations tactics.

- Experience writing press releases, media advisories and pitch letters
- Attention to detail and problem solving abilities.
- Computer skills including Microsoft Word, Excel, and Outlook.
- Ability to work independently, within deadlines and milestones, and hold flexible hours.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Knowledge of AP-style,

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: 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

- Enhance and maintain the integrity and accuracy of the AS image by:
 - o Updating and maintaining an accurate media contact list.
 - o Developing working relationships with media outlets including, but not limited, editors for all on-campus publications, journalists, and Bellingham community media.
 - o Assisting the Communications Director in helping employees contact and speak with the media.
 - o Communicating with and being knowledgeable about the Associated Students organization; including offices and departments, upcoming events, initiatives, and ongoing projects
- Ensure the effectiveness of all office marketing and programming efforts by:
 - o Compiling and distributing a comprehensive calendar of all AS and student-related events, activities, and programs and using it to update the AS website, the Office of University Communications event management system, and coordinate event programming for AS offices: The AS Review and the Publicity Center.
 - o Assisting the Communications Director with the coordination of organizational and office social media resources.
- Promote the Associated Students organization on and off campus by:
 - o Providing The AS Review and Publicity Center with a weekly list of 6 upcoming events for the VU 6th Floor Calendar.

- o Coordinating and implementing the work of the Executive Director
- o Writing and distributing press releases to appropriate media contacts for select events and initiatives,
- o Assisting the Communications Director with implementation of cross-divisional and organizational promotion campaigns,
- o Requesting KUGS public service announcements for select events or initiatives.

• Ensure the smooth, effective operations of the Communications Office by:

- o Devoting at least 15 hours per week to Associated Students business,
- o Establishing and maintaining at least 10 posted office hours per week,
- o Performing other duties as needed or assigned.

Salary

This position will receive approximately \$5,746.97 per position term (about \$302.47 twice per month).

Reportage

This position reports directly to the AS Marketing Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised Feb. 24, 2012 by motion ASB-12-W-28



Associated Students of Western Washington University
AS Productions
ASP Special Events Coordinator

About the Position

The Special Events Coordinator is responsible for planning, promoting, and implementing specialty events for the campus designed to bring people together for the purpose of entertainment and community building. ASP Special Events provides large events designed to bring people together for entertainment and community-building. Events include comedy, spoken word, lectures, cultural music, theater, and various novelty events that meet the entertainment needs of Western students.

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 AS Productions (ASP) is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a full-time four quarter position. This position starts the Monday two-weeks before the start of summer classes begin fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week during the academic year and 10 hours over summer quarter. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. The position holder is responsible for planning and preparation work to be done throughout the year and the planning of the department's preliminary events. The position holder will work with the department's preliminary events. The position holder will work with the department's preliminary events.

AS Employment Qualifications

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

Preferred Qualifications

- Organizational and time management skills,

- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Experience with event planning, preferably in a college setting.

AS Employment Responsibilities

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

AS Productions Responsibilities

- Enhance communication, collaboration, and team cohesion within AS Productions by:
 - o Attending weekly or bi-weekly meetings with the ASP Director and Assis-terrtOlfectofTef Marketing & Assessment as scheduled Marketing & Assessment as scheduled to keep them informed about program status as a whole,
 - o Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
 - o Attending all ASP staff meetings as scheduled by the ASP Director,
 - o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
 - o Talking with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Mtrste-Arts & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities, during fall training.
 - o Devoti ng-a n-av-efa ge e-f45-heu-rs-p^A^eek--te4uffiUH^g-t4>e-t~-es|3-oi:isrb| l-it4-&^H3f--t-h-e-psi-t4enT
 - o Maintaining a minimum of 5 publicly-posted office hours per week.
- Ensure the proper and responsible use of student funds by:
 - o Being responsible for allocation, expenditure and monitoring of Special Events budget, as well as the separate Late Night Events budget, with the co-signing of ASP Director,
 - o Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director and ASP Advisor before booking performers.

- Completing event proposal forms as assigned by the ASP Director.
- o Completing an event evaluation for each event to be turned in to the Director no more than 2 weeks after each event.
- Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc., with guidance from the Asst. Director for Marketing & Assessment.
- o _____

Position Responsibilities

• Produce high quality special events that enhance the Western student community
the position by:

- o ~~Completing event proposal forms as assigned by the ASP Director,~~
- o ~~Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc., with guidance from the Asst. Director for Marketing & Assessment.~~
- o ~~Preparing fall line-up of events. Work with the ASP Director, Asst. Director, and Advisor~~
- o ~~Planning two large-scale Late Night Events throughout the year, scaled for an attendance of approximately 2000 students, with one those being held at the beginning of fall quarter in the Viking Union usually on the Friday after classes start,~~
- o ~~Coordinating the production of three to four (3-4) events per quarter scaled for attendance by at least 200 people.~~
- o ~~Outlining a projected budget for each event and reviewing it with ASP Director before any firm offers are made.~~
- o ~~Selecting of performers and handling contract negotiations with agents and/or performers,~~
- o ~~Making arrangements for room reservations.~~
- o ~~Submitting all expenditure requests necessary for the events in a timely fashion,~~
- o ~~Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator - Mkrs-te-Arts & Entertainment,~~
- o ~~Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate.~~
- o Work all events planned by ASP Special Events.
- o Developing and maintaining resources on performers, agencies, and other industry contacts,

« During summer quarter, ensure AS Special Events preparedness for the academic year by:

- o Preparing fall line-up of events. Work with the ASP Director and Advisor during the summer to process paperwork and handle event logistics.
- o Ensuring that the booking and event coordination is completed for the fall quarter VU Late Night event to be effectively promoted and executed in a smooth and timely manner.
- o Collaborating with ASP Director to implement AS programming and outreach during SummerStart and Transitions.

- o Meeting weekly with the ASP Advisor and ASP Director.
- o Ensuring that the promotions for the fall event line-up and any office-wide promotional campaigns are completed and ready for timely distribution, in conjunction with the ASP Director.
- o Working to maintain existing, and establish new, positive working relationships with agencies and other industry professionals.
- o Submitting reservations for as many annual events as possible.
- o Performing other duties as needed or assigned by the ASP Director.

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 AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised on February 28, 2013 by motion ASB-13-W-21.