



**Associated Students of Western Washington University**  
AS Board of Directors  
AS Board Assistant for Viking Lobby Day  
Hourly Position

### **About the Position**

The AS Board Assistants primarily support the administrative functions of the office by providing receptionist and clerical duties. The AS Board Assistant for Viking Toby Day is also responsible for assisting the Vice President for Government Affairs and the Board Assistant for Representation Committees with the planning, organizing, and scheduling of Viking Toby Day. In November and December the position would outreach and recruit students to register for Viking Toby Day and in January the position would assist in scheduling meetings with legislators, help with preparations, and call attendees to confirm they will be attending.

### **About the Department**

The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

### **Term of Position**

This position begins 2<sup>nd</sup> week of November and ends the last week of January. The position holder will work different hours different weeks depending on demand. In November and December they will work approximately 15 hours total and in January they will work approximately 35 hours total, for a total of approximately 50 hours of work during the position term.

### **AS Employment Qualifications**

- In fall and winter quarters, maintain a minimum of credit load throughout term of position of six (6) credits for undergraduates and four (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**

- Basic clerical and office skills
- Computer literacy and knowledge of word processing
- Customer service skills
- Pleasant telephone manner
- Ability to work with diverse groups of people
- Excellent spelling and grammar skills

- Time management and organizational skills
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions
- Available to work flexible hours; evening work is required. Majority of work hours during 7 AM to 5 PM.
- Basic knowledge of state government

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - o Being knowledgeable of the AS organization and its general operations.

### **AS Board Office Responsibilities**

- Ensure the success of the AS Board Office by
  - o Office hours will vary by week and will be arranged with AS Vice President for Governmental Affairs
  - o Performing other tasks and projects as assigned by the AS Vice President for Governmental Affairs and the Board Assistant for Representation Committees
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description
  - o Creating and maintaining a Legacy Document

### **Position Responsibilities**

- Ensure the recruitment and outreach of Viking Lobby Day is completed by
  - o Creating a collaborative relationship with Western Votes! to outreach to students and raise awareness about Viking Lobby Day
  - o Reserving tables around campus to table and advertise Viking Lobby Day during the registration period
  - o Staffing the recruitment tables along with other Western Votes! volunteers
  - o Contacting professors about speaking to their classes about Viking Lobby Day
  - o Outreaching to different AS offices, departments and clubs about the opportunity to attend Viking Lobby Day
  - o Emailing attendees after they register
- Ensure the effective planning of a successful Viking Lobby Day by
  - o Assisting the VP for Governmental Affairs and Board Assistants in scheduling meetings with legislators
  - o Arranging Viking Lobby Day lobby groups based upon legislative districts and meetings scheduled

- o Calling all registered attendees a week before to confirm they are still attending and answering any questions they may have
- o Helping with preparation for the lobby visits by assembling folders
- Contribute to the future success of Viking Lobby Day by:
  - o Sending thank you cards to legislators that Western students met with
  - o Collecting notes from lobby visits and compiling them in a folder

**Wage:** This position will receive a Program Support Staff Level II wage, which is set for this position at \$9.65 per hour.

**Reportage:** The position reports to the Vice President for Governmental Affairs, while working closely with AS Board Program Assistant and the Board Assistant for Representation Committees.