



## Associated Students of Western Washington University Representation and Engagement Programs AS Local Liaison/Local Issues Coordinator

### About the Position

~~The AS Local Liaison serves to better promote relations between the Associated Students and the City of Bellingham, Whatcom County Government, Campus Community Coalition, the Mayor's Neighborhood Advisory Commission, and other bodies of importance to students on the local level. The AS Local Liaison must act in the best interest of and represent the Associated Students Board of Directors on set issues, and will report to the AS Board of Directors through the AS Vice President for Governmental Affairs regarding all local policy activities. The AS Local Liaison reports to the REP Associate Director for all work within the REP.~~  
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### Position Classification

The ~~AS Local Liaison~~Local Issues Coordinator is a specialized Coordinator position. Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### About the Department

The Associated Students Representative & Engagement Programs exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels. The REP works to promote effective citizenship and civic engagement through services, programs, and collaboration.

### 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

- Background and/or interest in civic and local issues.
- Access to reliable transportation, whether it be a personal vehicle or knowledge of WTA routes
- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours, this position will require some-extensive evening work.
- Basic knowledge of department and position specific responsibilities.

### AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, 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 Representation & Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - o Maintaining 3 regular posted office hours per week as arranged with the REP team,
  - o Providing unbiased, nonjudgmental, and accurate information and services to students,
  - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
  - o Provide voter education and voter registration information
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - o Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout the REP office.
  - o Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events
  - o Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - o Plan short- and long-term goals for the REP with office staff and the REP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with REP staff outside of meetings
- Foster working relationships with related campus and community resources by:

- o Being aware of and participating in REP related events
- o Fostering and enhancing working relationships and communications with Western Votes and other civic engagement organizations on campus.

**Position Responsibilities**

- Keep the Associated Students updated on all local issues relevant to students by:
  - o Obtaining and reviewing all agendas of the City Council, County Council, WTA Board of Directors, Mayor's Neighborhood Advisory Commission, Campus Community Coalition, and all other relevant local bodies.
  - o Assist the AS Vice President for Governmental Affairs by attending the meetings of City Council, Mayor's Neighborhood Advisory Commission, and the Campus Community Coalition,
  - o Serving as the Alternate Representative for the Mayor's Neighborhood Advisory Commission,
  - o Sending biweekly reports to the AS Vice President for Governmental Affairs on all local issues.
- Work towards local policy favorable to students by:
  - o Actively establishing working relationships with local civic leaders.
  - o Giving oral and written testimony to the appropriate local body with approval of the AS Vice President for Governmental Affairs,
  - o Partnering with complimentary University offices, employees, and faculty, as necessary, to advocate outcomes on the local level in the best interest of students,
  - o Consulting with the AS Vice President for Governmental Affairs before representing the ASWWU on any local policy issue of concern to students,
  - o Partnering with, as necessary, AS offices, employees, and committees involved in work with a local policy dimension.
- Encourage local civic engagement by students by:
  - o Publishing reports on local policy issues.
  - o Taking an auxiliary role to any voter registration campaign undertaken by the Representation and Engagement Program and chartered organizations to promote voting in local elections,
  - o Working with the Legislative and Voter Education Assistant or REP Associate Director in the creation of a calendar promoting the political engagement of students.
- Provide managerial and administrative support to the Representation and Engagement Programs as necessary by:
  - o Assisting with REP events and special programs as requested,
  - o Assisting the Vote Coordinator and Elections Coordinator as necessary,
  - o Performing other tasks as needed or assigned.

**Salary**

This position will receive approximately \$5,911 per position term (about \$295 twice per month).

**Reportage**

This position reports directly to Representation and Engagement Programs Associate Director and reports information to the AS Board of Directors through the AS VP for Governmental Affairs.

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

The Associated Students is an Equal Opportunity Employer

Revised on January 31, 2014 by motion ASB-14-W-11.