



## **Associated Students of Western Washington University**

AS Resource and Outreach Programs  
AS Disability Outreach Center Coordinator

### **About the Position**

The AS Disability Outreach Center Coordinator (DOC) is responsible for facilitating the realization of the DOC Statement of Purpose and goals of the office, supervising all volunteers and work study staff, serving as chairperson of the Student Disability Advocacy Committee, planning events for the campus community, and coordinating the compilation of disability resources for 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 Student Budget Coordinator, 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 Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The five centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience. The AS Disability Outreach Center (DOC) is a resource for students with disabilities and community allies. The DOC provides information, referrals and educational programming relating to disability topics in order to provide students with a connection to community resources, raise awareness and to advocate for their human and civil rights. The DOC also provides a safe space for all students, social programming and promotes community building and pride for students with disabilities.

### **Terms of Position**

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

### **AS Employment Qualifications**

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

- Ability to complete the entire term of the position.

**Preferred Qualifications**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills.
- Basic knowledge of department and position specific responsibilities.
- Ability to work independently and responsibly, while supervising others.
- Knowledge and passion about disability.
- Ability to facilitate small group discussion/interaction.
- 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 flexible hours.
- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented identities.

**AS Employment Responsibilities**

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

**Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - o Providing unbiased, nonjudgmental, and accurate information and services to students,
  - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
  - o Providing a confidential, safe, and inclusive space for students,
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication.

o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, and AS Job Fair, and the Campus Activities Showcase<sup>Δ</sup>
  - o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

#### **Disability Outreach Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Disability Outreach Center by:
  - o Attending all office meetings as scheduled;
  - o Establishing and maintaining an effective working relationship with all DOC staff
  - o Planning short- and long-term goals for the DOC with office staff and the ROP Director
  - o Continually receiving feedback from participants of events and services;
  - o Maintaining continual communication with DOC staff and interns outside of meetings;
- Promote disability-related events and services to the campus community by:
  - o Being aware of and posting disability-related events to appropriate calendars,
  - o Publicizing disability information services, programs, and events pertinent to position through social networking media, Publicity Center requests, and other media outlets.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating Connecting with all disability related clubs and organizations on campus and offering them guidance on accessing resources to strengthen their impact and development of community on campus.
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: Disability Resources for Students (DRS), Disability Advisory Committee, Equal Opportunity Office, UW DO-IT, BRAVE, and appropriate relevant professors.
  - o Serving as a member on Facilities and Services Council;
  - o Attending regularly scheduled meetings with a designated representative from the Equal Opportunity Office, ideally the Vice Provost for Equal Opportunity.
  - o Attending regularly scheduled meeting with the Assistant Director of Disability Resources for Students (DRS).
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:

- o Portraying a diverse representation of disability topics,
- o Striving to include all disability topics pertinent to students,
- o Assessing and being responsive to student-s' needs.
- Provide educational, social, and community building opportunities to the campus community in relation to the DOC's mission by:
  - o Developing 32-4 events per quarter year which may include the following annual events:
    - Kickoff event to bring together students with disabilities (in early fall)
    - Educational event for the broader campus (e.g. forum, panel, speaker, workshop)
    - Disability Awareness Week/Series (in winter or spring quarter)
  - o Ensuring the balance of educational and social programming offered by the office.

#### Position Responsibilities

- Ensure that students with disabilities are represented and advocated for through the efforts of the Student Disability Advocacy Committee (SDAC) by:
  - o Serving as chairperson for the committee and conducting the committee's business in a timely and orderly manner that leads to efficient and productive use of all committee members' time and energy.
  - o Leading the committee in the development of both a short- and long-term agenda that lays out priorities for what kinds of improvements to campus programming, academics, and infrastructure would be most positively impactful for students.
  - o Utilizing connections with DRS, the Equal Opportunity Office, and the Disability Advisory Committee to ensure that the concerns and recommendations of the SDAC are considered and added to future planning and implementation conversations.
  - o Working with the committee coordinator to recruit students for the SDAC
- Use student fees in a responsible and proper manner by:
  - o Serving as co-Student Budget Coordinator with the ROP Director for the budgets of The Disability Outreach Center. Serving as co-Student Budget Coordinator with the ROP Director for the budget of the Disability Outreach Center.
  - o Developing quarterly and annual budget plans and projections,
  - o Regularly reviewing and maintaining budgets through Budget Tracker and Banner.
- Ensure that all Disability Outreach Center staff and interns perform the responsibilities of their jobs by:
  - o Conducting new employee orientation,
  - o Supervising these personnel,
  - o Developing training materials and opportunities,
  - o Coordinating and facilitating DOC staff meetings,
  - o Providing on-going feedback and conducting evaluations,
  - o Requiring staff members to fill out client traffic sheets,
  - o Providing recognition to staff for their accomplishments and contributions,
  - o Ensuring that all required paperwork is complete and turned in on time.
- Ensure that the Disability Outreach Center serves the diverse needs of the student body by:
  - o Coordinating the process of establishing short and long-term goals within the DOC
  - o Serving as the DOC's primary liaison to the Western community,
  - o Regularly debriefing events with staff and interns.

- o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- o Being available for speaking engagements and newspaper and radio interviews as needed.
- o Performing other duties as needed or assigned.

**Salary**

This position will receive \$6,006 per position term (approximately \$299 twice per month).

**Reportage**

This position reports directly to the Resource and Outreach Programs 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 September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.