



**Associated Students of Western Washington University**  
**AS Board of Directors**  
**AS Business Office**  
**Board Assistant for Academic Shared Governance**  
**Student Enhancement Fund Facilitator**

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#### About the Position

The Student Enhancement Fund Facilitator is responsible for overseeing the Student Enhancement Fund, which is a grant fund that seeks to give a wider range of students access to funding to attend conferences that enhance their professional and personal individual/personal???????? development in a way that can contribute to the betterment of our campus community.

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#### 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. The AS Business Office is responsible for facilitating the day-to-day financial operations of the AS, approving expenditures, managing program and club accounts, and advising the AS Board of Directors on all financial matters of the organization.

#### Terms of Position

This position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. This position is designed to require an average of 14 hours per week (some weeks will require more than others so the range can be 10-19 hours). Each quarter there will be a cap on hours: fall = 220, winter = 160, spring = 180. This regular term of position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. This position is designed to require an average of 10-1243-44 hours per week (some weeks will require more than others so the range can be 10-15 hours). In addition, the position will require approximately 40 hours to be completed during summer prior to fall quarter.

#### 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

- » Basic clerical and office skills: Ability to work within deadlines and problem solve.
- » Knowledge of effective publicity and outreach methods.
- Knowledge of or experience with event planning.
- Computer literacy and knowledge of word processing. Organizational and time management skills.
- Budget management knowledge or experience. Knowledge experience in budget management, pleasant telephone manner. Ability to communicate and work effectively with a wide variety of people.

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- Ability to work with diverse groups of people. Ability to work collaboratively with multiple people and organizations.
- \* Excellent spelling and grammar skills.
- Time management and organizational skills.
- Ability to prioritize and create timelines to manage logistics for multiple projects at the same time.
- Ability to work independently on projects with minimum supervision in an atmosphere of no distractions. Ability to work flexible hours.
- Available to work flexible hours; evening work is required. Basic knowledge of department and position specific responsibilities.

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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, Program Standards, etc.).
  - Attending all AAS staff development events as required by supervisor, including which could include, but not limited to: Fall Staff Development 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.

#### AS Board of Directors AS Business Office Responsibilities

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- Facilitate the day-to-day financial operations of the AS by:
  - Processing travel funding requests and transfer forms in a timely manner
  - Coordinating with YU Finance Office on travel related financial matters
- \* Ensure the success and accessibility of the AS Board Office by:
  - Posting 5 office hours per week as arranged with the AS Board Program Assistant.
  - Making room reservations when needed.
  - Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students.
  - Performing tasks or projects as assigned by the AS Program Assistant or the AS VP for Academic Affairs.
  - Assisting employees with travel related financial process and procedures.
  - Serving as an informational resource on AS fiscal travel policies and procedures
  - Acting as a budget coordinator for the Student Enhancement Fund Budget
  - Completing other tasks as assigned by the Business Director.
  - Maintain a minimum of 5 posted office hours per week
  - Updating Student Enhancement Fund and Travel forms, policies and procedures as needed
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Creating and maintaining a working weekly to-do list and Legacy Document
  - Completing a 15 hour internship with the position successor

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## Position Responsibilities

- Support the VP for Academic Affairs Promote the opportunity to apply for funding through the Student Enhancement Fund to students by:
  - o Acting in accordance with the direction provided by the AS Vice President for Academic Affairs, while representing the ASWWU in any capacity (attending and voting on committees, in meetings, speaking on behalf of students, etc.) on any Academic Affairs issues of concern to students Working with the Publicity Center to create promotional materials including, but not limited to, posters, banners, handbills, table tents, and digital signage.
  - o Making any necessary reservations for promotional materials (for example, banner space, table tent reservations, YU or Red Square tabling!).
  - o Serving as the designated student representative as delegated by the AS VP for Academic Affairs Working with the AS Communications Office to develop an outreach and promotion plan that could include quarterly campus wide emails to students, social media outreach, inclusion on on-line AS Calendar, etc.
  - o Communicating with various clubs, organizations and departments about the fund
- » Act as a resource and guide for students who have received Student Enhancement Funding through being knowledgeable of Travel Policies and Procedures by:
  - o Coordinating with an advisor from the finance office prior to the academic year to receive training and experience working with any and all forms related to travel
  - o Setting up meetings to work with Students to guide them through the process of organizing travel arrangements, per-diem for food, lodging, etc.
  - o Coordinating with student recipients in the AS to complete and process relevant travel forms in a timely manner
- - Serving on Academic-related committees on behalf of the AS VP for Academic Affairs as a voting member and AS representative
  - Reviewing assigned committee materials and providing a written summary/report to the VP
  - Providing a report to the VP for Academic Affairs on assigned committee affairs, decisions, and actions
  - Planning and promoting special events (forums, information presentations, etc.) as needed by the VP
  - Researching issues and policies that are relevant to current issues
  - Serving as a secretary on the Student Technology Fee Committee
- Ensuring the success of the Student Enhancement Fund through coordinating the SEF Committee so that the student body is engaged in the decision making structures of the University by:
  - o Raising awareness of decisions made in the Academic Affairs division of the University - Identifying and compiling information about other campus resources for conference funding. Be available during office hours for students/and or committee-members to drop-in and ask questions.

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o Identifying and compiling information about other campus resources for conference

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o Working out a schedule to meet with the committee-members who could be comprised of an AS Board member, other students involved with the Associated Students, 11011-AS affiliated, and students from various departments

o Working with conimtee-members to understand the priorities of the Student Enhancement Fund, learn the rubric process, and understanding individual responsibilities

o Communicating with the applicants of the Student Enhancement Fund and directly working with them throughout the SEF funding process

o Guiding applicants through the Application process and coordinating times to meet with them if they have been selected to receive funding

• Coordinating a symposium or other opportunities for students to share their SEF-related experiences with other students by:

o Planning and implementing a quarterly event for students to share their experience from their SEF funded activity

o Communicating with the Student Technology Center and Copy Services Center if students would like to create and print out digitally-made posters for the symposium

o Communicating with all student enhancement awardee's and committee-members about the details of the symposium (time, location, and materials to bring)

o Coordinating the symposium

■ Effectively outreaching to students about the event

■ Purchasing and setting up food and drinks for the event

■ Creating Evaluation mechanism for committee-members, Student Enhancement Fund Awardee's, and for the SEF Facilitator

■ Communicating with Events Services about reserving space and setting-up the event

■ Coordinating the set-up of the event (setting up posters, materials, etc!)

« Gathering feedback from students concerning issues and actions through periodic polls and information surveys as needed

■ Organizing students who are affected by decisions being made and facilitating their engagement in the process

■ Working with the AS Committee Coordinator and other REP office employees to ensure that student-at-large positions on Academic committees are filled with a diverse membership

© Supporting student-at-large representatives as needed on academic committees

Implement equitable and inclusive governance practices bvr

■ Outreaching at least once per quarter to the ESC and ESC clubs to gather feedback and establish goals and criteria for equitable and inclusive academic policies

© Outreaching at least once per quarter to the ROP, ROP offices, and students engaged in the ROP to gather feedback and establish goals and criteria for equitable and inclusive academic policies

■ Working with the VP for Academic Affairs to develop an official recommendation to the AS Structural Review Committee concerning internal student representation.

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Wage

This position will receive a Level II wage, which is set for this position at \$9.47 per hour.

**Reportage**

The position reports to the ~~AS Business Director~~ ~~AS Board of Directors Program Assistant~~, while working closely with the AS VP for ~~Business and Operations~~ ~~Academic 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 November 18<sup>th</sup>, 2015 by motion ASB-15-F-51