



Associated Students of Western Washington University

AS Review

AS Review Assistant Editor

About the Position

The AS Review serves as a hub of information about Associated Students (AS) events, and as a source for AS - related news and other issues of student concern. The AS Review is comprised of a news section, which seeks to provide timely coverage of issues that are relevant to Western students; a calendar highlighting upcoming events on and off campus; articles both reviewing and previewing these events; and an editorials and opinions section featuring AS club and students submissions, as well as staff editorials.

Position Classification

~~Assistant Coordinators provide programming support to the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to: assisting with event programming, coordinating specific office functions, performing administrative work and maintain and update programming resources for the department. Specific training or experience is not normally required. Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western 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, promoting office and events, and maintaining and updating programming resources for the department.~~

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About the Department

~~The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.~~

~~The AS Review a weekly alternative publication that provides coverage of student government, Associated Students offices and clubs, arts and entertainment, student life and other areas of life at Western. The Review seeks to enhance the student experience by shedding light on under-represented issues through inclusive coverage, informing readers and promoting dialogue.~~

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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

- 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.
- Basic knowledge of department and position specific responsibilities.
- Working knowledge of AP style.
- Experience using Adobe InDesign.

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.

Publicity Center Responsibilities

- ~~Provide support to Publicity Center by:~~
 - ~~Maintaining a minimum of 15 office hours per week coordinated with the AS Review Editor in Chief and the Publicity Center Coordinator.~~
 - ~~Attending periodic Publicity Center staff meetings.~~
 - ~~Assisting with clients at front desk when needed.~~

o ~~Completing other duties as assigned.~~

Position Responsibilities

- Ensure the timely production of the paper by:
 - o Maintaining posted office hours.
 - o Assisting in the layout and production of the paper on "production days" (sometimes requires late nights).
 - o Proofreading and editing of all stories submitted for AP style, content, and grammar,
 - o Assisting the AS Review Editor in Chief with staff story assignments and maintaining communication with staff,
 - o Writing stories as directed.
 - o Posting all articles on website the Monday the paper is distributed,
 - o Providing weekly story ideas for consideration.

Salary

This position will receive \$5,587 per position term (approximately \$279 twice per month).

Reportage

This position reports directly to AS Review Editor in Chief.

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.