



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

### **AS Board of Directors**

AS Board Assistant for Club Committees

Hourly Position

#### **About the Position**

The AS Board Assistants primarily support the administrative functions of the Board of Directors office by providing receptionist and clerical duties. Each Board Assistant is assigned to support designated committees by: scheduling meetings, communicating with committee members, preparing documents, taking minutes and maintaining records. Additionally the assistants will be assigned tasks by the AS Board Program Coordinator.

#### **About the Department**

This position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. 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 the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall 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.

#### **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.
- Computer literacy and knowledge of word processing.
- Ability to work collaboratively with multiple people and organizations.
- Excellent spelling and grammar skills.
- Time management and organizational skills.
- Experience with taking minutes.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Available to work flexible hours; weekly evening work is required.
- Basic knowledge of the AS Club System and/or Org Sync.

#### **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, as assigned by the AS Personnel Office and departmental staff development events,
- o Being knowledgeable of the AS organization and its general operations,
- o Serving on search committees as designated by the AS Personnel Director.

### **AS Board Office Responsibilities**

- o Ensure the success and accessibility of the AS Board Office by:
  - o Posting 8 office hours per week as arranged with the AS Board Program Coordinator,
  - o Acting as the AS Board of Directors secretary by taking accurate minutes on a rotating basis as directed by the AS Board Program Coordinator
  - o Learning Parliamentary Procedures such as Roberts Rules of Order,
  - o Word processing, typing, copying, filing, and distributing materials as directed,
  - o Staffing the AS Board of Directors Office, answering phones and assisting guests,
  - o Making room reservations when needed.
  - o Keeping informed of AS events, activities, resources for students, and general information concerning the university in order to be a resource to students,
  - o Performing tasks or projects as assigned by the AS Board Program Coordinator.
- 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 working weekly to-do list and Legacy Document.

### **Position Responsibilities**

- Ensure the completion of the administrative duties for the AS Activities Council by:
  - o Contacting committee members, preparing agendas, distributing documents in paper form, on Orgsync, and on the AS Website, taking minutes at meetings and maintaining files,
  - o Attending the Agenda planning meeting for Activities Council,
  - o Serving as an information resource for 200 AS Clubs in the VP for Activities absence.
- Ensure the completion of the administrative duties for the AS Ethnic Student Center Steering Committee by: -
  - o Contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files.
- Ensure the transparency and historical record keeping for the following AS Committees, as needed by:
  - o Contacting committee members, preparing agendas, distributing documents (in paper form and on the AS Website), taking minutes at meetings and maintaining files as deemed necessary by the chair and AS Board Program Coordinator, for the following committees:
    - AS Ethnic Student Center Presidents' Council
    - AS Underrepresented Student Employment Committee

### **Wage**

This position will receive a Level II wage, which is set for this position at \$11.00 per hour.

### **Reportage**

The position reports to the AS Board of Directors Program Coordinator, while working closely with the chairs of committees served.

**This job description is subject to change in accordance with the AS Employment Policy. -  
The Associated Students is an Equal Opportunity Employer. -  
Revised on October 5<sup>th</sup>, 2016 by motion ASB-16-F-7 -**