



**Associated Students of Western Washington University**  
AS Veteran Community Coordinator

**About the Position**

The AS Veteran Community Coordinator is responsible for coordinating events and fostering community among student Veterans while working closely with both the Veteran Services Office and the Associated Students.

**Position Classification**

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**

This is an Associated Students (AS) position that is funded by the AS and oversees a programming budget allocated by the AS. The Veteran Community Coordinator will stay closely connected to two departments: the Veteran Services Office (VSO) in Old Main and the Viking Union/Associated Students, and the position is supervised by these two areas as well. The large majority of the work hours will be spent working in the VSO planning events and connecting with the community of student veterans who visit that office. Other hours will be spent in meetings in the Viking Union and utilizing the services in the VU, such as the Publicity Center, Events Services, Reservations, etc.

**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 10 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**

- Knowledge of Veteran's issues and identities

- Ability to create a welcoming and inclusive environment for all Western students including those of - marginalized and underrepresented backgrounds. -
- 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
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities
- Knowledge of/or experience with event planning
- Comfortable with Public Speaking
- Ability to facilitate small group discussion/interaction

### **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.

### **[formerly ROP section, take this all out] Responsibilities**

### **AS Program & Veteran Services Office Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness by: \_\_\_\_\_
  - o Attending regular meetings with the positions AS advisor/supervisor as \_\_\_\_\_ well as the Assistant Director of Veteran Services,
  - o Establishing and maintaining an effective working relationship with all Veteran Services Office (VSO) staff as well as relevant Student Activities/Viking Union staff,
  - o Continually receiving feedback from participants of events and services through appropriate means of evaluation.
  - o Maintaining continual communication with VSO staff and AS/VU staff outside of meetings.
- Promote Veteran events and services to the campus community by: -
  - o Being aware of and promoting Veteran-related events. -
  - o Fostering and enhancing working relationships and communication with all Veteran clubs and organizations on campus.

- o Publicizing Veteran-focused services, programs, and events through social networking, Publicity Center requests, and other media.
- Foster working relationships with related campus and community resources by:
  - o Collaborating with related clubs and organizations on campus.
  - o Ensuring that student Veterans are aware of the benefits and resources available to them through the AS Club system,
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Veteran's Relief Fund, Veterans Affairs, Veterans of Foreign Wars (VFW), Veterans Health Care, AS Women's Center, AS Queer Resource Center, and other relevant campus programs and resources.
- Create an atmosphere of Veteran-inclusivity within the office and programs by: -
  - o Portraying a diverse representation of the Veteran identity in events and community building efforts.
  - o Welcoming all gender identities and expressions in the office and event spaces created,
  - o Specifically outreaching to marginalized identities within the Veteran community.

### **Position Responsibilities**

- Use student fees in a responsible and proper manner by: -
  - o Serving as budget coordinator for the programming funds allocated by the Associated Students for Veteran programs and activities,
  - o Developing quarterly and annual budget plans and projections.
  - o Completing an average of 10 hours per week in fulfillment of all position responsibilities, with the majority of those hours located in the Veteran Services Office. Work hours will also be allocated to being present at events, meeting with staff and offices in the Viking Union, and connecting with campus clubs and local community resources,
  - o Reviewing, tracking, and maintaining the budget on a regular basis.
- Provide educational, social, and community building opportunities to the campus community by:
  - o Developing, planning, and implementing one campus-wide event per quarter, each one serving as a traditional event that is intended to build on past successes and continue to strengthen over time. Past examples have included: Veterans Day Ceremony, Stories Deployed, Patriot Week, Memorial Day BBQ, etc.
  - o Coordinating at least one event each year that provides the opportunity for student Veterans to share their experiences (for example, "Stories Deployed," "Soldiers after War," and "Women in Service" panels),
  - o Supporting the social programming offered by the VSO and by current Veteran-focused clubs.
  - o Working with Veterans Service Office, AS Communications Office, Publicity Center, University Communications Office and other relevant resources towards marketing and outreach for events.
  - o Planning occasional outings for student Veterans using campus and local resources such as the AS Outdoor Center, the AS Challenge Program, the VFW, the AS Outback Farm, etc.
- Foster a safe and inclusive campus for Veterans by:
  - o Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities,
  - o Supporting the inclusion efforts of all Veteran-focused clubs by outreaching to them about equitable representation and inclusive language and imagery.

**Salary**

Minimum annual salary of \$4400 (approximately \$193 twice per month fall quarter and approximately \$230 twice per month winter and spring quarters).

**Reportage**

This position reports directly to both the Coordinator of Student Activities and the Assistant Director of Veteran Services.

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

**The Associated Students is an Equal Opportunity Employer. -**

**Revised on March 11<sup>th</sup>, 2016. -**