



Associated Students of Western Washington University
AS Personnel
Personnel Office Project Assistant Work Study

About the Position

This position is responsible for assisting the Personnel Director and Assistant Directors with any tasks or office projects. This position helps keep the Personnel Office organized by maintaining the filing system.

About the Department

The AS Personnel Office is responsible for the Human Resources of the Associated Students. This includes, but is not limited to, upholding all aspects of the AS Employment Policy, orchestrating and overseeing all AS student employee hiring, processing all employment paperwork for AS student employees, placing work-study positions, and organizing AS-wide employee recognition and trainings. Personnel Office Staff are charged with assessing the needs of the organization concerning day-to-day activities as well as supporting AS employees whenever possible.

Term of Position

Position begins after a qualified work study student is interviewed and selected turns in their paper work to the AS Personnel Office. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. The term of position will generally begin at the start of Fall quarter and end the Friday of Finals Week the following Spring quarter. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. Position may begin later in the year or at any point in which a position becomes vacant. Position works an average of 10 hours a week.

Educational Benefits

- Gain experience working on a team.
- Gain administrative and human resources experience.
- Utilize computer applications including Hiring Software, Microsoft Word, Excel, Outlook, Powerpoint, and the Student Employment website.
- Complete projects under deadline and with minimal supervision.

AS Employment Qualifications

- Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduates.
- Must maintain a minimum 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Must possess a valid work-study award.
- Must be available for all AS orientations and trainings.
- Must be able to uphold all AS responsibilities.

Preferred Qualifications

- An interest and/or understanding of administrative tasks (i.e. copy machines, evaluation, goal setting, Microsoft Word)
- Knowledge of and sensitivity to confidentiality issues.
- Work well with people.
- Work flexible hours, some evening work may be requested.
- Self-motivated to seek out information regarding personnel, structural and procedural questions.
- Ability to communicate effectively as well as follow directions.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - o Being Familiar with the AS Charter, all WWU policies, and All AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Being knowledgeable of the AS Organization and its general operations.
- Ensure the Continuity and Legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.

Personnel Office Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Personnel Office
by:
 - o Attending all Personnel Office meetings as scheduled.
 - o Establishing and maintaining an effective working relationship with all Personnel Office staff.
 - o Planning short- and long-term goals for the Personnel Office,
 - o Providing support for other Personnel Office Staff.
 - o Maintaining regular communication with Personnel Office staff outside of meetings,
 - o Collecting feedback on programs & services provided by the Personnel Office
 - o Evaluating office strengths and weaknesses.

Position Responsibilities

- Ensure the functionality of the Personnel Office by:
 - o Establish and maintain at least 10 office hours per week
 - o Assist in maintaining Personnel Office files and records
 - o Assist in the office in typing and distributing correspondence
 - o Provide clerical support for Personnel staff. This can include: word processing, data entry and other duties as assigned,
 - o Work with Personnel staff as additional projects come up.

*—~~Ensure internship program by:~~

- ~~o Research internship requirements and responsibilities on campus,~~
- ~~o Assist in the development of internship materials.~~
- ~~o Research internship practices at Western and other universities.~~

• Ensure high quality professional learning experiences for all Associated Students employees

by:

- o Assist the Personnel Staff with facilitation, preparation and presentations, as directed.

• Ensure that AS hiring processes are effectively implemented by:

- o Coordinating search committees of AS employees and serving as a knowledgeable resource in the search process,
- o Facilitating new hires' paperwork (Student Employment Information Form and AS Code of Conduct, and Network Access form) ~~in addition to the criminal conviction form if the employee will handle cash.~~
- o The Personnel Office Work Study is required to sit on a search committee during AS Spring Hiring.

Wage

This position will receive a Program Support Staff 2 wage, which is set at minimum wage per hour. The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor.

Reportage

This position reports directly to the AS Personnel Director.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.