

About the Position

The AS Disability Outreach Center Educational Programming Coordinator (EPC) outreaches to and educates the campus community on Disabled issues and identities, ensures quality and accuracy in the DOC's educational resources, assists in the coordination of all DOC events, and supports the day-to-day operations of the DOC.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, advocacy, community, committees 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 work study assistants, promote office and events, and maintain and update programming resources for the department.

About the Department

The Associated Students AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The five-four centers within the SAIRC strive to support and empower all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience. The AS Disability Outreach Center (DOC) is a resource for students with disabilities and community allies. The DOC provides information, referrals and educational programming relating to disability topics in order to provide students with a connection to community resources, raise awareness and to advocate for their human and civil rights. The DOC also provides a safe space for all students, social programming and promotes community building and pride for students with disabilities.

Term of Position

This is a three quarter position. This position begins 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

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of issues and/or concern pertaining to the disabled community
- Ability to work independently and responsibly, while supervising others
- Knowledge and passion about disability topics

- Ability to facilitate small group discussion/interaction
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented identities
- Prior experience facilitating committee meetings
- Ability to work flexible hours.

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:

- 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.

Student Advocacy and Identity Resource Centers Responsibilities

- Empower and support the Associated Students membership with information, activities, and peer education by:
 - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
 - o Providing unbiased, nonjudgmental, and accurate information and services to students,
 - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
 - o Providing a confidential, safe, and inclusive space for students,
 - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
 - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Student Advocacy Resource Centers by:
 - o Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities,
 - o Promoting teamwork and collaboration throughout all the SAIRC offices,
 - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
 - o Establishing and maintaining active working relationships with other SAIRC team members.

~~« Provide the most relevant and effective resources, outreach, and programming by:~~

- ~~• Developing and maintaining tracking systems in order to address client use, frequently asked questions, concerns, office visits, and other usage statistics?~~
- ~~• Collecting and inputting office traffic forms.~~
- ~~o Collecting and inputting audience evaluations which should include demographics^ promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.~~

Disability Outreach Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the Disability Outreach Center by:
 - o Attending all office meetings as scheduled
 - o Establishing and maintaining an effective working relationship with all DOC staff
 - o Plan short- and long-term goals for the DOC with office staff and the EIRC
 - o Continually receiving feedback from participants of events and services
 - o Maintaining continual communication with DOC staff and interns outside of meetings
- Promote disability-related events and services to the campus community by:
 - o Being aware of and posting disability related events to appropriate calendars,
 - o Publicizing disability Information services, programs, and events pertinent to position through social networking, Publicity Center requests, and other mediums.
- Foster working relationships with pertinent campus and community resources by:
 - o Collaborating with all disability related clubs and organizations on campus
 - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to: Disability Resources for Students (DRS), Disability Advisory Committee, Equal Opportunity Office, UW DO-IT, and appropriate professors,
 - o Serving as a member on Facilities and Services Committee
- Create an atmosphere of confidentiality, inclusion, and accuracy within the offices and programs by:
 - o Portraying a diverse representation of disability topics,
 - o Striving to include all disability topics pertinent to students,
 - o Assessing and being responsive to student's needs.

Position Responsibilities

- Deliver educational opportunities on Disabled student issues to the campus community by:
 - o Coordinating 1-2 educational events per quarter,
 - o Taking lead on the DOC's Disabilities Awareness Week
 - o Arranging for guest presenters.
 - o Presenting topics and/or facilitating discussions at some events,
 - o Reaching out to Residence Life staff, the Residence Hall Association, and National Residence Hall Honorary to offer assistance with programming and events on disability issues.
 - o Maintaining a balanced representation in programming for/about multiple identities,
 - o Providing classroom or office presentations as requested by faculty or staff.

- Provide the most relevant and effective resources, outreach, and programming by:
 - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
 - o Collecting and inputting office traffic forms.
 - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

- Ensure that the DOC provides quality programming to the campus community by:
 - o Assessing the needs and interests of the community,
 - o Making necessary facility reservations,
 - o Completing all programming paperwork on time.
 - o Performing other duties as needed or assigned by the EIRC Coordinator.

Wage

Starting hourly wage of \$12.80.

Reportage

The DOC Outreach Center Educational Programming Coordinator reports directly to the Equity and Identity Resource Centers Coordinator.