



**Associated Students of Western Washington University**  
**Ethnic Student Center**  
**AS ESC Assistant Coordinator-Director for Club EventsLogistics**

### About the Position

The AS ESC Assistant Coordinator for Club Events is to provide administrative and programmatic support to help coordinate large events that the ESC clubs/organizations put together. The position is to help with day-to-day logistics and day-of event support. The purpose is to foresee any issues that might be in conflict with AS/VU policies and provide guidance to ESC club leaders with the direction and support of the ESC Program Coordinator expand on marketing-broader implications for publicity and marketing The AS ESC Assistant Director for Club Logistics is to provide administrative and programmatic support to help coordinate large events that the ESC clubs/organizations put together. The position is to assist in interpreting AS Financial policies, procedures, budgeting, and primarily provides support to ESC clubs. The purpose is provide guidance to ESC club leaders with the direction and support of the ESC Program Coordinator expand on marketing-broader implications for publicity and marketing.

### Position Classification

Assistant Coordinators provide programming support to the Associated Students 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 maintaining and updating programming resources for the department Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning and communicating with Western's student body. These positions operate under the management direction of the AS Board of Directors.

### About the Department

The ESC is a community that supports historically underrepresented ethnic students and allies by providing a social atmosphere and inclusive environment where we engage in identity exploration and strive for cultural awareness and academic excellence.

### 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 ~19 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

- Excellent customer service skills
- Interest working with US underrepresented cultural populations
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Experience with event planning and execution
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Able to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Budget management knowledge or experience

### 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.

### Ethnic Student Center Responsibilities

- Contribute to the operations of the Ethnic Students Center by:
  - o Attending all ESC staff meetings as scheduled,
  - o Devote an average of 19.5 hours a week to AS Business
  - o Posting and maintaining office hours as needed
  - o Assisting and participating in all ESC Building Unity Trainings throughout the year,
  - o Working with the ESC staff and volunteers on projects.
  - o Plan short - and long-term goals for the ESC with office staff and the ESC Coordinator
  - o Serving at the front desk when needed
- Maintain a professional environment in the ESC by:

- o Establishing and maintaining an effective working relationship with all ESC staff and ESC club members. Staying informed of all ESC events and programming to provide support and act as a resource when needed,
- o Communicating with all ESC Staff about programs needs maintain communication with partnering organizations: Student Outreach Services, L.E.A.D.S, other relevant University offices.
- o Performing other ESC duties as assigned by ESC Manager,
- o Maintaining a guide for your position to help advance employee next year

### **Position Responsibilities**

- Provide direct support to ESC club large events by:
  - o Acting as a liaison for club leaders in the ESC and AS/VU event service offices to provide strong communication between parties and coordinate best efficiencies when implementing event programs
  - o Providing assistance to ESC event coordinators to assure that space requests are fulfilled, asking necessary questions to coordinators on what resources they need, review any documents/esign forms for completeness, following up with client as necessary, and advise student groups on event planning issues
  - o Assisting with onsite day of event management with club officers which might include coordinating expectations with building managers, catering, tech crew, set crew, PAC Box Office, and any other collaborative offices that work with ESC events
  - o Help administer any evaluations on the day of the event and ensuring that they get input by the front desk
  - o With the oversight of the ESC Program Coordinator, assuring all contracted payments are administered to the appropriate parties such as keynote speakers, bands, outside catering, vendors, etc.
  - o Assuring the checkout process for all ESC materials/decorations are followed and that all items are returned.
  - o Updating, copying, and turning in any files to VU event services as necessary including cash boxes and incomplete contracts.
  - o Setting up a meeting with ESC club event coordinators at least once before then day of the event to discuss logistics and responsibilities
  - o Provide feedback forms and assessment to all ESC club programming
- Provide staff assistance to the ESC by:
  - o Developing the special-group contact information listing for ESC club leaders and maintaining/updating the contact list throughout the year.
  - o Maintaining facility schedule for weekly and special events, and promoting any events by serving as a communication between clubs and staff
  - o Receiving, directing guests, presenting tours, and providing orientation service as individual needs necessitate.
  - o Recommending computer programs and assist with the development of data files
- Serve as a financial information resource for clubs by:
  - o Serve as Vice Chair on ESC Steering Committee
  - o Be available to ESC Clubs to assist them with financial matters.
  - o Work with AS Club Business Director to conduct Fall Quarter seminar for training all ESC Club Budget Authorities

- o Assist clubs with ESC Steering Committee funding request development.
- Ensure smooth financial operation of ESC Club Activities and Programming by:
  - o Coordinate the quarterly ESC Retreats and provide training and programming related to ESC club leaders' needs
  - o Coordinate and work closely with the Viking Union Finance Office on fiscally related procedures and processes for ESC recognized clubs.
  - o Assist in preparing club carry forward process before each fiscal year.
  - o Authorize Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms, for all AS recognized clubs which meet the policy and procedural rules of the AS Board of Directors.
  - o Maintain a database of authorized ESC club Budget Authorities and communicate important information and updates as needed
  - o Be responsible for overseeing allocations and repayment of ESC Steering Committee.
  - o Working with Catering, PAC Box Office, Reservations, VU Event Services, Custodial, AS Club Hub, AS/VU Finance Office and any other internal office as needed.
- Maintain efficiency and effectiveness on the event programming process by:
  - o Assisting with ESC club officers on navigating Orgsync
  - o Providing support with club trainings put on by the Club Hub
  - o Attending any relevant meetings with the Club Hub and the ESC committees
  - o Working with Catering, PAC Box Office, Reservations, VU Event Services, Custodial, AS Club Hub, AS/VU Finance Office and any other internal office as needed.

### **Salary Wage**

Minimum annual salary of \$6435 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters) Starting hourly wage of \$13.04.

### **Reportage**

This position reports directly to the ESC Program Coordinator.

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

The Associated Students is an Equal Opportunity Employer.

Revised April 8<sup>th</sup>, 2016 by motion ASB-16-S-8.