

These are the changes to some of the AS Job Description:

**ASP**

**VU Gallery Director**

From:

About the position - The Viking Union Gallery Director is responsible for the planning and presentation of gallery exhibitions in the Viking Union Gallery. ASP VU Gallery is a student-created exhibition space in Viking Union 507. Its primary focus is to contribute to the artistic culture of Western through exhibiting the works of students and the works of local, regional and national artists who are producing art relevant and of interest to students.

To:

About the Position - The Viking Union Gallery Director is responsible for the planning and presentation of art exhibitions and events in the Viking Union and throughout campus while the VU is under construction in the 2018-2019 academic year. This position will also chair a committee of student and professional staff charged with creating ideas for the AS/VU art program in conjunction with the VU 3-5 year Master Plan. The primary focus of the position will be to contribute to the artistic culture of Western through exhibiting the works of students and of local, regional, and national artists who are producing art relevant and of interest to students.

Add to AS Productions Responsibilities - Performing other duties as needed to support office as a whole.

**ASP Logistics Coordinator**

From:

ASP Logistics Coordinator

About the Position - The Logistics Coordinator supervises the 2-4 ASP Production Assistants, 3-5 Viking Union Gallery Attendants, and all student volunteers who wish to be involved with AS Productions. This position is responsible for ensuring proper levels of staffing at all ASP events, for providing the highest quality service and hospitality to artists/speakers, as well as assisting event coordinators with a variety of critical event planning logistics.

Position Classification - Coordinators provide programming for the Associated Students (AS) 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 Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

To:

#### ASP Assistant Director for Logistics

About the position - The Assistant Director for Logistics supervises tire 2-4 ASP Production Assistants, 3-5 Viking Union Gallery Attendants, and all student volunteers who wish to be involved with AS Productions. This position is responsible for ensuring proper levels of staffing at all ASP events, for providing the highest quality senice and hospitality to artists/speakers, as well as assisting event coordinators with a variety of critical event planning logistics

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Add to AS Productions Responsibilities - Performing other duties as needed to support office as a whole.

#### **ASP Films Coordinator**

**ADD** to AS Productions Responsibilities - Attending all ASP staff meetings as scheduled by the ASP Director. Attending the ASP Fall Departmental Training prior to the start of Fall Quarter. Talking with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Arts & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities, during fall staff development.

Performing other duties as needed to support the ASP office as a whole.

Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate

#### **DELETE** under Positon Responsibilities

~~Completing monthly or quarterly event proposal documentation us assigned by the ASP Director~~

~~Completing an evaluation of every event to be turned in to ASP Assistant Director for Marketing & Assessment after each event~~

~~Outlining a projected budget for each quarter and completing necessary proposals for review by the ASP Director before booking films~~

ADD this line to all the ASP positions: Performing other duties as needed to support office as a whole

### **AS Club Office**

AS Club Event Planning Facilitator (Hourly)

Term of position - Change from 12-15 hours per week to 19 hours per week

Under Preferred Qualification - Change ~~Ability to dependably maintain up to 12-15 office hours each week to~~ Ability to dependably maintain up to 19 office hours each week

Under AS Club Activities Office Responsibilities change ~~Staffing the Club Hub front desk to assist with incoming questions and contact from clubs for up to 15 hours each week, including 10-12 posted office hours. Staffing the Club Hub front desk to assist with incoming questions and contact from clubs for up to 19 hours each week, including 10-12 posted office hours~~

~~Attending weekly Club Hub core staff meetings (inside the Club Hub during one of the 15 regularly scheduled hours in the work week). Attending weekly Club Hub core staff meetings (inside the Club Hub during one of the regularly-scheduled hours in the work week).~~

Under Position Responsibilities - In consultation with an advisor, planning and implementing a designated line-up of annual events hosted by the Club Activities Office (aka Club Hub) for club enhancement, training, and recognition. Events may include, but are not limited to: Club Kickoff, Club Cup Opening Ceremonies, Club Boost Mini-Conference, Club Showcase, Club Renew, & the Club Awards Night.

Attending weekly Activities Council meetings, usually 1.5-2 hours on a weeknight, as a voting member, ~~if there are two Club Event Planning Facilitators working in the Club Hub, one will attend Activities Council and the other will attend AS Management Council.~~

Under Reportage - This position reports directly to either the Student Activities Advisor or Coordinator for Student Activities the Club Activities Coordinator

### **AS Communications**

#### **AS Communications Coordinator**

From

About the Position - The Communications Coordinator is responsible for writing and distributing select press releases to appropriate media contacts, assisting with implementation of promotion initiatives, assisting with internal communication, requesting select KUGS PSAs, coordinating and disseminating a central AS events calendar and updating the AS and WWU online event calendars.

To

About the Position - The Communications Coordinator is responsible for writing and distributing select press releases to appropriate media contacts, managing AS social media accounts, assisting with implementation of promotion initiatives, assisting with internal communication, requesting select KUGS PSAs, coordinating and disseminating a central AS events calendar and updating the AS and WWU online event calendars.

Position Responsibilities - Providing The AS Review and AS Videographers Publicity Center with a weekly list of upcoming events (two weeks in advance) for the VU 6th Floor Calendar and their weekly office publications, weekly list of 6 upcoming events for the VU 6th Floor Calendar

Requesting KUGS public sendee announcements for select events or initiatives.

### AS Outdoor Center

#### AS OC Marketing and Resource Coordinator

From:

About the position - The Marketing Resources Coordinator provides publicity and marketing for all OC departments, along with scheduling events and maintaining a resource area that provides access to a wide range of current information on outdoor recreation.

To:

About the Position - The Marketing Resources Coordinator provides publicity and marketing for Outdoor Center Excursions, Equipment Shop, Bike Shop, and Challenge Program all OC departments, along with scheduling events and maintaining a resource area that provides access to a wide range of current information on outdoor recreation.

From:

Tenus of Position - This is a four quarter position. This position starts the Monday before the start of classes summer quarter and ends tire Friday of finals week the following spring quarter. This position works an average of 15 hours per week in Fall and Winter quarter, an average of 10 hours per week in Summer quarter and becomes an hourly position in Spring Quarter with hours not to exceed 75 total. 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.

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Commented [K01]: This needs to be clarified. WOOT, Viqueen, and Lakewood will not be incorporated under OC Marketing because they have a separate

Commented [K02]: This should be shifted to hourly. I am also advocating for even distribution of hours across quarters. If we keep the current amount of hours that works out to 11.68hrs/wk over the 44 weeks (Summer 8wk, Fall 14wk, Winter 1 lwk, Spring 11 wk) or could be rounded to 12 hr/wk (ideally). Summer requires an immense amount of preparation for Summerstart and the Fall Quarter as well as getting everything in line for the year before students are consistently in and out of the shop. Spring, we no longer need to produce material for excursions, but we are still required to host at least one event that quarter, and hiring takes up a ton of time. Trying to get the normal slew of marketing work done, and do hiring, and host an event, and do the 15hr internship (a fifth of the quarter's hours/2weeks of work), all in 75 hours is simply not feasible. I think an even distribution of hours will account for this. I also find that 15 hours can sometimes be a tad excessive over the fall and winter quarter. Also, it really helps in terms of a students perspective for financial stability. It is really hard to work off a constantly changing income. The current system makes Spring quarter is really hard on a student when a salary that has supported them throughout the year is no longer available or sufficient. It's not exactly a good time for hiring and the duties of marketing are already overbearing when trying to fit them within such few hours.

### **AS OC Equipment Shop & Bicycle Shop Coordinator**

Position Qualification - Coordinators provide programming for the Associated Students (AS) 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 Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department

From: About the Department - The purpose of the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community

To: About the Department - The Associated Students' Outdoor Center provides a variety of outdoor-related opportunities and activities for all students, faculty, staff, and alumni. Emphasis is placed on developing and refining skills, responsible environmental practices, fostering diversity, enriching the academic experience, and promoting life-long learning. Resources include a knowledgeable staff, equipment rentals, the bike shop, excursions, educational resources, and instructional clinics.

Temis of Position - Payment for the orientation and training is included in the monthly salary.

This position requires 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

Commented [CB3]: Change to hourly language

AS Employment Qualifications - Change ten to six credits for undergraduate students and eight to four for graduate students

### **AS OC Excursions Assistant Coordinator**

About the Position -The Excursions Assistant Coordinator assists the Excursions Coordinator in programing a series of trips and instructional clinics, and providing support for individuals and departments seeking independent excursions.

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Resources include a knowledgeable staff, equipment rentals, the bike shop, excursions, educational resources, and instructional clinics

Preferred Qualifications - Understand outdoor leadership techniques and principles such as those described by the Outdoor Center's E.D.G.E. program Challenge Program.

Outdoor Center Responsibilities - Assist the Excursions Coordinator in developing new excursions that reach out to a variety of different Associated Student populations and campus populations.

Performing other duties as needed or assigned by the Excursions Coordinator and or Outdoor Center manager programs coordinator.

Participating in training conducted by the Outdoor Center Manager programs coordinator.

Position Responsibilities - Working with the current trip leaders etub to identify potential Trip Leader candidates, build camaraderie among trip leaders, and increase participation in Outdoor Center Excursions

Working with the Outdoor Center Gfttb Program Coordinator to identify and provide appropriate trainings, resources, and equipment to maximize training time for trip leaders.

Scheduling and facilitating pre-pre and post trip meetings with trip leaders in conjunction with Excursion coordinator

#### **AS OC Excursions Coordinator**

About the Position - The Excursions Coordinator programs a series of trips and instructional clinics, and provides support for individuals and departments seeking independent excursions.

About the Department - Same as the other OC Positions

Outdoor Center Responsibilities - Developing new excursions that reach out to a variety of different Associated Students populations and campus populations.

Serving as the Student Budget Coordinator for the Excursions and Instruction budget in conjunction with the Outdoor Center Manager Programs Coordinator and Assistant Excursions Coordinator.

Performing other duties as needed or assigned by the Outdoor ( Center Manager Programs Coordinator.

Providing a 15-hour internship training to the incoming Excursions Coordinator during Spring Quarter

Position Responsibilities - Providing adequate departmental publicity information in conjunction with the Outdoor Center Marketing Coordinator

~~Maintaining valid permits for certain excursions destinations.~~

Providing opportunities beyond experiential trip leading trainings for new existing trip leaders by extending scholarship applications, (e.g. forwarding any opportunities from American Alpine Institute and Remote Medical International Wilderness Medical Training Center.)

Providing adequate departmental publicity information in conjunction with the Outdoor Center Marketing Coordinator.

## **AS Publicity Center**

### **Distributions Coordinator**

Preferred Qualifications - Comfortable riding a bike (for distribution purposes when staff is not available).

Position Responsibilities - Meeting daily distribution tasks milestones assigned by PC Project Managers. Coordinating posting banners on campus buildings; may require use of a ladder. Coordinating distribution and/or coordinating distribution of table tents to dining areas. Coordinating distribution and/or coordinating distribution of the NY Times, AS Review and other publications.

Removing unauthorized postings and notifying appropriate group of current rules

Tracking and reporting trike usage data by reporting quarterly usage to the Sustainability Office

Coordinating maintenance and use of trike with Sustainability Office

Making quarterly reservations for use of AS vehicle for downtown distribution needs

### **Lead Graphic Designer**

Preferred Qualifications - Strong client communication skills.

Extensive experience in Adobe Creative Suite specifically Adobe Illustrator, the standard software that Publicity Center designers use.

Client communication skills.

Position Responsibilities - Assist in mediation for conflicts between designers and clients when appropriate and requested by PC Coordinator

### **Account Executives**

Change the title to Project Manager

## **AS Representation & Engagement Programs**

### **AS REP Committee Coordinator**

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 15 hours per week in fall and winter and 14 hours per week in the spring.

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. This position requires 30 hours of work to be completed between mid- August and AS Fall Training, scheduled in coordination with Representation and Engagement Programs Director.

Position Responsibilities - Meeting quarterly with the Shared Governance Operations Manager and the AS Board Program Assistant

Ensuring AS Board Program Coordinator has necessary information to put committee-related items on the AS Board of Directors agenda by the document deadline, and attending meetings when able.

### **AS Legislative Liaison**

Term 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 15 hours per week during Fall, an average of 35 hours per week during Winter Quarter, and an average of 10 hours per week during Spring Quarter. This position - The position holder is authorized to work during intersession if necessary circumstances apply. This includes attending the WSA Legislative Liaison Training the first week of January set by the Executive Board of the Washington Student Association, and Legislative Session if session continues into intersession. 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. This position includes 20 hours of work to be completed over Summer Quarter, including attending any Washington Student Association meetings, scheduled in coordination with the AS Vice President for Governmental Affairs

ADD to the Terms of position -40-60. The liaison should be permitted to spend more time preparing during Summer for legislative agenda items including but not limited to: meeting with ASVP for Governmental Affairs and the AS Board, reaching out to legislators during interim, researching and drafting legislative agenda items and bills to propose to the Legislative Affairs Council

Position Responsibilities - Working with the VP for Governmental Affairs and the Western Votes President to organize Viking Lobby Day(s) Western Lobby Day.

Under: Represent student voices and interests to the Washington State Legislature by: ADD

Preparing for the Legislative Session by drafting bills on issues on the legislative agenda and by contacting possible sponsors in the legislature to support this process.



