



Associated Students of Western Washington University
AS Business Office
Student Enhancement Fund Facilitator

About the Position

The Student Enhancement Fund Facilitator is responsible for overseeing the Student Enhancement Fund, which is a grant fund that seeks to give a wider range of students access to funding to attend conferences that enhance their professional and personal development in a way that can contribute to the betterment of our campus community

About the Department

The AS Business Office is responsible for facilitating the day-to-day financial operations of the AS, approving expenditures, managing program and club accounts, and advising the AS Board of Directors on all financial matters of the organization.

Terms of Position

This regular term of position begins the Monday two weeks before Fall Quarter begins and ends the Friday of finals week the following spring quarter. This position is designed to require an average of 10-12 hours per week and is budgeted for up to 19 hours a week (some weeks will require more than others so the range can be 10-19 hours). In addition, the position will require approximately 40 hours to be completed during summer prior to fall quarter.

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

- Ability to work within deadlines and problem solve.
- Knowledge of effective publicity and outreach methods.
- Knowledge of or experience with event planning.
- Organizational and time management skills.
- Budget management knowledge or experience
- Ability to work collaboratively with multiple people and organizations.
- Time management and organizational skills.
- Attention to detail.
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities.

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, Program Standards, etc.).
- o Attending AS staff development events as required by supervisor, which could include: Fall Staff Development, 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.

AS Business Office Responsibilities

- Facilitate the day-to-day financial operations of the AS by:
 - o Processing travel funding requests and transfer forms in a timely manner
 - o Coordinating with VU Finance Office on travel related financial matters
 - o Assisting employees with travel related financial process and procedures
 - o Serving as an informational resource on AS fiscal travel policies and procedures
 - o Acting as a budget coordinator for the Student Enhancement Fund Budget
 - o Completing other tasks as assigned by the Business Director
 - o Maintain a minimum of 5 posted office hours per week
 - o Updating Student Enhancement Fund and Travel forms, policies and procedures as needed
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Creating and maintaining a working weekly to-do list and Legacy Document
 - o Completing a 15 hour internship with the position successor

Position Responsibilities

- Promote the opportunity to apply for funding through the Student Enhancement Fund to students by:
 - o Working with the Publicity Center to create promotional materials including, but not limited to, posters, banners, handbills, table tents, and digital signage,
 - o Making any necessary reservations for promotional materials (for example, banner space, table tent reservations, VU or Red Square tabling),
 - o Working with the AS Communications Office to develop an outreach and promotion plan that could include quarterly campus wide emails to students, social media outreach, inclusion on on-line AS Calendar, etc.
 - o Communicating with various clubs, organizations and departments about the fund
- Act as a resource and guide for students who have received Student Enhancement Funding through being knowledgeable of Travel Policies and Procedures by:
 - o Coordinating with an advisor from the finance office prior to the academic year to receive training and experience working with any and all forms related to travel
 - o Setting up meetings to work with Students to guide them through the process of organizing travel arrangements, per-diem for food, lodging, etc.
 - o Coordinating with student recipients in the AS to complete and process relevant travel forms in a timely manner

- Ensuring the success of the Student Enhancement Fund through coordinating the SEF Committee
 - o Be available during office hours for students/and or committee-members to drop-in and ask questions
 - o Identifying and compiling information about other campus resources for conference funding
 - o Working out a schedule to meet with the committee-members who could be comprised of an AS Board member, other students involved with the Associated Students, non-AS affiliated, and students from various departments
 - o Working with committee-members to understand the priorities of the Student Enhancement Fund, learn the rubric process, and understanding individual responsibilities
 - o Communicating with the applicants of the Student Enhancement Fund and directly working with them throughout the SEF funding process
 - o Guiding applicants through the Application process and coordinating times to meet with them if they have been selected to receive funding

- Coordinating a symposium or other opportunities for students to share their SEF-related experiences with other students by:
 - o Planning and implementing a quarterly event for students to share their experience from their SEF funded activity
 - o Communicating with the Student Technology Center and Copy Services Center if students would like to create and print out digitally-made posters for the symposium
 - o Communicating with all student enhancement awardee's and committee-members about the details of the symposium (time, location, and materials to bring)
 - o Coordinating the symposium
 - Effectively outreaching to students about the event
 - Purchasing and setting up food and drinks for the event
 - Creating Evaluation mechanism for committee-members, Student Enhancement Fund Awardee's, and for the SEF Facilitator
 - Communicating with Events Services about reserving space and setting-up the event
 - Coordinating the set-up of the event (setting up posters, materials, .etc)

Wage

This position will receive a Level I wage, which is set for this position at \$11.50 per hour.

Reportage

The position reports to the AS Business Director, while working closely with the AS VP for Business and Operations

**This job description is subject to change in accordance with the AS Employment Policy. -
The Associated Students is an Equal Opportunity Employer. -
Revised on May 27th, 2016 by motion ASB-16-S-40 -**