



Associated Students of Western Washington University
AS Representation and Engagement Programs
AS Elections Coordinator

About the Position

The Elections Coordinator organizes the annual AS spring elections and any special election held throughout the year in accordance with the AS Election Code and is responsible for encouraging student participation in campus elections through voting and recruitment of candidates. During fall quarter, the Elections Coordinator works with the AS Vice President for Governmental Affairs as well as the AS Organizing and Outreach Coordinator to publicize and promote the general election in November, increase voter registration and turnout among students. The Election Coordinator also helps inform the students about candidates and current issues for upcoming elections.

Position Classification

Service Positions work to serve the AS and support the views of the AS Board of Directors. These positions work under limited supervision and act as liaisons between various AS departments, Western students and those outside the organization. Specific duties include, but are not limited to: assisting clients or customers of the AS, working with supervisors, providing advocacy and support for AS programming and planning, and serving as a resource for Western's students. This position is paid at a Coordinator level.

About the Department

The REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

Terms of 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. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. 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. The position holder is not *required* or *expected* to work during winter or spring breaks.

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

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Knowledge of/interest in elections and civic engagement.
- Basic knowledge of the Associated Students organization.
- Basic knowledge of department and position specific qualifications.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner
by:
 - 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,
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - Being knowledgeable of the AS organization and its general operations,
 - 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.

AS Representation and Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
 - Maintaining 10 regular posted office hours per week as arranged with the REP team.
Providing unbiased, nonjudgmental, and accurate information and services to students,
 - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
 - Provide voter education and voter registration information. -
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
 - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
 - Promoting teamwork and collaboration throughout the REP office.

- o Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events,
- o Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
 - o Planning short- and long-term goals for the REP with office staff and the REPDIRECTOR,
 - o Continually receiving feedback from participants of events and services,
 - o Maintaining regular communication with REP staff outside of meetings.
- Foster working relationships with related campus and community resources by:
 - o Being aware of and participating in REP related events.
 - o Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

Position Responsibilities

- Publicize the AS Elections to ensure that a diverse a representation of Western's student body is represented by the Board by:
 - o Participating in relevant campus info fairs, including, but not limited to the AS Job Fair and Red Square Info Fair, to promote AS Elections,
 - o Developing and promoting and coordinating outreach for the recruitment of student candidates and publicity for the election (i.e. poster posting, banners, press releases, attending hall council meetings, etc.)
 - o Encouraging campus media to publicize candidates, issues, forums, referendums, and the election.
 - o Working with the AS Review Editor to coordinate the AS election issue.
- Ensure the effective organization of the AS Elections by:
 - o Compiling and distributing campaign packets of necessary forms to candidates,
 - o Setting calendar of meetings, deadlines, and election dates and encouraging students to file for office by using campus media, advertisements, signs, flyers, etc.
 - o Chairing the mandatory candidate orientation meeting. Collect forms, describe rules of election, give specific information and draw by lot for order on ballot and voters pamphlet.
 - o Following guidelines in AS Election Code concerning all aspects of the election and the Election Board.
 - o Knowing procedures and taking precautionary measures to handle grievances,
 - o Organizing, coordinating, and advertising at least two candidate/issue forums,
 - o Working with appropriate staff at ATUS to ensure the AS Elections tab and the AS website is operational for the election, and setting up the election ballot using the online voting software.
- Ensure Elections Fairness by:
 - o Enlisting unbiased volunteers or hiring unbiased ballot counters, following Election Code guidelines (if applicable),
 - o Coordinating and arranging for unbiased poll workers. Have booths and materials set up and removed on election day(s).

- o Releasing un-certified voting results and presenting results to the AS Board of Directors for certification,
 - o Chairing the AS Election Advisory Committee,
 - o Chairing the Election Board Chair hiring committee.
- Promote Student Engagement in Local, State and Federal Elections by:
 - o Assisting the ASVP of Governmental Affairs, the REP Director, and the Organizing and Outreach Coordinator with voter registration and education efforts as requested.
 - Use student fees in a responsible and proper manner by:
 - o Serving as co-Student Budget Coordinator with the REP Director for the Elections budget,
 - o Developing quarterly and annual budget plans and projections,
 - o Regularly reviewing and maintaining budgets through Budget Tracker and Banner.

Wage

Starting hourly wage at \$12.80

Reportage

This position reports directly to the AS Representation & Engagement Programs Director.

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

The Associated Students is an Equal Opportunity Employer. -

Revised on February 10th, 2017 in Motion ASB-17-W-34. -