



Associated Students of Western Washington University

Student Senate Pro-Tempore Job Description

September 21st, 2018



About the Position

The Student Senate serves as a legislative body in coordination with the Associated Students Board of Directors (ASBOD) on student issues and increase student involvement and representation in the ASBODs' decision-making processes by discussing issues originating from the ASBOD, other AS or University Committees as assigned or delegated, within the Student Senate itself, or directly from Student Senators constituents. As well as by reviewing, recommending, and enforcing changes to the AS Election Code and the charge and charter of the AS Election Board. Along with approving any changes made to the ASBOD by-laws, or charge and charter. Moreover, by drafting and releasing resolutions on any issues brought before the Student Senate. In conclusion, by reviewing and nominating student members to serve on various academic related committees.

About the Department

The ASWWU Student Senate exists to represent student interests on University Committees and to advocate for various constituents throughout the university in an effort to maintain a representative Associated Students.

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. 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. However, in preparation for the Fall Quarter of the Academic Year in which they preside, the AS WWU Student Senate Pro-Tempore will be allowed 40 planning hours in August.

AS Employment Qualification

- 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.

Required Officer Qualifications

- Must be enrolled in a minimum of 6 credits for undergraduates and 4 credits for graduates at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- Working knowledge of the Associated Students organization.
- Conflict management skills.
- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working as a member of a team.

- A working knowledge of the University governance and organizational systems
- Ability to think holistically and strategically about complex issues
- Critical thinking and problem-solving skills
- Ability to facilitate group decision-making processes.

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 familiar with the University Organizational Structure, and general operations of the Associated Students.
- *Ensure the legacy of this position by:*
 - Working with the Assistant Director for Student Responsibility & Governance and Personnel Director to revise and update job description,
 - Working with the previous holder to complete a minimum of 20 hours of unpaid internship, as well as providing a 20 hour internship to the incoming position holder,
 - Developing and maintaining a legacy document as required by the AS Personnel Policy.

ASWWU Student Senate Responsibilities

- *Emure the effectiveness of the ASWWU Student Senate Operations by:*
 - Planning & facilitating all ASWWU Student Senate retreats, meetings, and work sessions,
 - Avoiding any major commitments that would conflict with the essential responsibilities of this position, (i.e. study abroad, student teaching, etc.).
 - Devoting an average of 15-19 hours per week to ASWWU Student Senate Business,
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the University and seeking/facilitating opportunities for student representation in University-wide decisions.
- *Promote and manage the ASWWU Student Senate by:*
 - Communicating regularly with the student body concerning the decisions and actions of the ASWWU Student Senate.
 - Attending at least 2 Associated Students and at least 2 WWU College program events per quarter,
 - Ensuring the appointment for;
 - Academic Coordinating Commission;
 - Academic Coordinating Commission Executive Board;
 - Academic Fee Committee;
 - Bottleneck Funding Request Committee;
 - Career Services Center Advisory Board;
 - Center for Service Learning Advisory Board;
 - Committee on Undergraduate Education;
 - Enrollment Fee Funding Allocation Committee;
 - First Year Experience Advisory Committee;
 - Scholars Week Steering Committee;
 - Student Technology Center Governing Board;
 - University Planning and Resource Council;
 - University Planning and Resource Council Executive Board.
 - Ensuring the nomination of student members for:
 - AS Academic Affairs Council;
 - Academic Coordinating Commission;
 - Academic Honesty Board;
 - Academic Technology Committee;
 - Admissions and Inter-college Relations Committee;

Excellence in Teaching Award Committee;
 Faculty Outstanding Services Award Committee;
 Graduate Council;
 International Programs Advisory Committee;
 Learning Commons Advisory Board;
 Peter J. Elich Excellence in Teaching Award Committee;
 Robert T. Kleinknecht Excellence in Teaching Award Committee o Senate Library Committee;
 Student Academic Grievance Board;
 Student Technology Center Governing Board;
 Student Technology Fee Committee;
 Teacher Curricula and Certification Council;
 Other committees, as needed or assigned.

- o Ensuring the stewardship of student funds, in accordance with Associated Student goals and policies, by management of the following fund(s);
 - Academic Affairs (FXXSBR-ASBAAX).

Position Responsibilities

- *Serve the Students of Western Washington University by:*
 - o Representing the interests of WWU students on all issues that come before the ASWWU Student Senate,
 - o Serving as the spokesperson of the ASWWU Student Senate, in coordination with the AS Board of Directors,
 - o Regularly communicating with WWU Administration, including the University President, Vice President for Enrollment and Student Services, and the Dean of Students,
 - o Serving as an Ex-Officio/Non-Voting Member on the Western Washington University Board of Trustees,
 - o Giving a regular report to the AS Board of Directors.
 - Attend all meetings of the ASBOD.
 - Make weekly reports to the ASBOD, on any and all pertinent issues.
 - Communicate with the ASBOD President biweekly.
 - o Establishing and maintaining at least 5 posted office hours per week,
 - o Convening and presiding over all meetings of the ASWWU Student Senate,
 - o Writing and approving all agendas and documents for ASWWU Student Senate meetings,
 - o Meeting regularly with the Assistant Director for Student Responsibility and Governance,
 - o Investigating and bringing attention to all Code of Conduct violations against ASBOD members and Student Senators, and working with the Student Senate and the Assistant Director for Student Responsibility and Governance to develop a consequence.
- *Promote Collaboration with the Academic Affairs Division of the University by:*
 - o Meeting with University Deans twice per Quarter, to conduct research and to develop a report on student concerns.
 - o Meeting with the Provost and Vice President of Academic Affairs at least twice per quarter.
 - o Chair, facilitate, and creating agendas for the Student Technology Fee Committee.
- *Serve the ASWWU Student Senate by:*
 - o Working with the Vice-Chair to complete committee assignments following ASWWU Student Senate Elections.
 - o Serving as a non-voting member on the Faculty Senate,
 - o Serving as a non-voting member on the ASBOD.
 - o Monitoring and supervising all Student Senators to ensure ASWWU Student Senate By-Laws are being executed correctly.

Wage

This position will receive \$12,600 per position term, including Fall to Spring Quarter of their current Academic Year, and 40 planning hours in the Summer.

Reportage

This position will report to the ASWWU Student Senate. The ASWWU Student Senate Pro-Tempore in conjunction with the Vice-Chair and the AS Personnel Director shall be charged with the responsibility to lead an objective investigation into complaints regarding the ASWWU Student Senate. For complaints against the ASWWU Student Senate Pro-Tempore, the Vice-Chair shall act in their place, while the AS Personnel Director and the ASBOD President lead an objective investigation into complaints.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.

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