



## **AS Position Classification & Job Description Edits**

**Proposed by the AS Personnel Committee**

**Sponsor: Nate Jo (ASVP for Business & Operations)**

### **Position Classifications**

#### **AS Position Classification: Program Assistant**

**Affected positions:** AS Board Assistants, AS REP Voter Registration Staff, AS Publicity Center Distributer, AS Review Writers, AS Productions Assistant, AS VU Gallery Attendant

**Proposal:** Assign listed positions the AS Classification of Program Assistant

**Justification:** There are the only AS positions that do not already have a classification (besides hourly, minimum wage positions).

#### **AS Board Assistant for Fall Info Fair**

**Current classification:** AS Wage Level 1, no AS classification, WWU Job Title: Program Support Staff 1, WWU Wage Level 1

**Proposal:** Change position title to AS Fall Fair Coordinator, assign AS level 2 wage, AS Classification: coordinator, WWU Job Title Program Staff 2, WWU Wage Level 2

**Justification:** Organizing the Fall Info Fair is coordinator level work and this position is not similar to the other board assistant positions.

#### **AS REP Legislative Liaison**

**Proposal:** Change title to AS REP Director of Legislative Affairs

**Justification:** Almost all other employees in this position in other WA schools have this title. There will be no pay or classification change.

#### **AS Personnel Assistant Directors**

**Affected positions:** AS Personnel Assistant Directors 1 & 2

**Current info:** AS Wage Level 3, AS Position Classification: Assistant Director

**Proposal:** Change titles to AS Personnel Development Coordinator, AS Personnel Recognition Coordinator, change AS Wage to level 2, AS Position Classification change to coordinator.

**Justification:** These positions do not supervise anyone, and their work most closely resembles coordinator level positions.

#### **AS Student Enhancement Fund Facilitator**

**Current Info:** AS Wage Level: -, AS Position Classification: -, WWU Classification: Support Staff 1

**Proposal:** AS Wage Level 2, AS Position Classification: Coordinator, WWU Job Title: Program Support Staff 2

**Justification:** This position does work above the minimum wage level, oversees several processes, and chairs the SEF committee.

#### **AS PC Lead Graphic Designer**

**Current Info:** WWU Job Title: Program Support Staff 2

**Proposal:** Change WWU Job Title to Graphic Artist 3

**Justification:** WWU Job Title is more specific to the positions work.

### **AS PC Graphic Designer/Graphic Production Specialist**

**Current Info:** WWU Job Title: Graphic Artist 1

**Proposal:** Change WWU Job Title to Graphic Artist 2

**Justification:** WWU Job Title is more specific to the positions work.

### **AS Video Coordinator**

**Current Info:** WWU Job Title: Program Support Staff 2

**Proposal:** Change WWU Job Title to Video Production Assistant 2

**Justification:** WWU Job Title is more specific to the positions work.

### **AS KUGS News & Public Affairs Director**

**Proposal:** Change position title to AS KUGS Public Affairs Producer

**Justification:** To reflect the radio industry standards and position's job description.

### **AS KUGS Marketing & Development Director**

**Proposal:** Change position title to AS KUGS Local Music Coordinator

**Justification:** To better reflect the job responsibilities of working with local artists.

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

**Current Info:** AS Wage Level 1, AS Position Classification: Assistant Coordinator, WWU Job Title: Program Support Staff 1

**Proposal:** Change AS position title to AS OC Excursions Coordinator, AS Wage Level 2, AS Position Classification: Coordinator, WWU Job Title: Program Support Staff 2.

**Justification:** This position does similar work to the other Excursion Coordinators and it makes sense to have the same classifications.

## Proposed Edits to the Personnel Policy

**Summary:** Updated descriptions of the AS Positions Classifications Titles and Descriptions.

Removing Associate Director and Assistant Coordinator and creation of Program Assistant level.

**Justification:** The assistant coordinator classification is no longer used by the AS. A classification and description were created for support positions which previously had no classification.

### 4.03 Employment Position Classifications

To maintain consistency between AS hourly positions and university guidelines, classification will not conflict with the guidelines established by the Student Employment Center.

#### i) Directors

Directors are responsible for coordinating the activities of ~~different programs in a large an entire AS~~ department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget ~~authority~~coordination and oversight, communication among employees, coordination of programs efforts, and conflict resolution. ~~These positions operate under the management direction of the AS Board of Directors.~~

#### ~~ii) Associate Directors~~

~~Associate Directors are responsible for coordinating the activities of different programs in a small to mid-size department to ensure quality programming and efficient use of student resources. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, | program planning. These positions operate under the management direction of the AS Board of Directors.~~

#### ~~iii) ii) Assistant Directors~~

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the ~~d~~Director. Assistant Directors serve as administrative support and program support for the ~~d~~Director and AS organization as a whole. Specific duties ~~may~~ include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget ~~authority~~coordination, communication among employees, ~~personnel supervision~~, 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.~~

~~iv)iii) Coordinators~~

~~Coordinators provide programming and services for the AS as a whole or for a specific office/department. Coordinators and plan and facilitate events and activities and/or ensure the effective delivery of a service or resource to the student body, offices and groups throughout the Western community. Coordinators report to department directors or supervisors. Specific duties may include but are not limited to: event programming, departmental budget authoritymanagement, coordinating specific office functions, performing administrative work, supervising assistant coordinators and program assistants, promoting office and events, and maintaining and updating programming resources for the department.~~

~~v) Assistant Coordinator~~ .....

~~Assistant Coordinators provide programming support to the AS as a whole and facilitate events, offices and groups throughout the Western 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. Specific training or experience is not normally required.~~

~~iv) Program Assistant~~ .....

~~Program Assistants provide a variety of support functions for the AS as a whole or for a specific office/department. Program Assistants take direction from, and may be supervised by, any classification level of AS employee or by professional staff members. Program Assistants may fill a broad range of specialized roles in the AS; and therefore, the WWU position classification will be a strong determinant of the proper hourly wage for these roles. Specific duties may include but are not limited to: assisting with event programming, coordinating specific office functions, performing administrative work, creating a specialized product such as design, writing, photography, and maintaining and updating programming resources for the department. Specific training or past experience is not normally required.~~ .....

## Job Description Edits

*Note: For job description edits with budgetary implications the Executive Board may approve changes contingent on Budget Committee finding funds OR may approve changes with the mandate to prioritize funding of position changes.*

### **AS KUGS Positions**

**Effected positions:** AS KUGS Maintenance Engineer, AS KUGS Public Affairs Producer, AS KUGS Local Music Coordinator, AS KUGS Office Assistant

**Proposal:** Change listed KUGS positions from three quarters, 15 hours/week, to four quarter, 10 hours/week.

**Justification:** Summer programing is difficult to accomplish with only half of the KUGS staff. Having to train the employees that begin in the fall and all the volunteers that start in the fall is overwhelming. Hours were reduced to account for budgetary implications and to better reflect the actual needs of the position responsibilities.

### **AS Queer Resource Center Community Engagement Coordinator**

**Proposal:** Add 20 planning hours during summer quarter to the term of position.

**Justification:** This position is responsible for putting on the Ice Cream Social at the beginning of fall quarter and needs time during the summer to ensure that the event is successful.

### **AS Veterans Community Coordinator**

**Proposal:** Increase term of positions from 10 hours per week to 15 hours per week.

**Justification:** Over the past year, the current position holder has consistently worked 15 hours per week to complete the position responsibilities.

### **AS SAIRC Representation and Outreach Coordinator**

**Proposal:** Increase summer planning allocation from 20 hours to 40 hours.

**Justification:** Increased summer planning hours are needed to manage the WHOLE program, develop staff training for the fall, and planning for the year. Additional summer planning hours will be especially helpful for the transition to the Multicultural Center.

**Attendant 1**

Wage Range: 11.50 - 14.95 | Category: Admin Support

Under direct supervision, performs work of a routine nature requiring little or no experience. May staff an information desk, disseminate information via telephone or directly to the public. May handle money, make change, or represent the management, while working, at a service oriented process or area.

**Attendant 2**

Wage Range: 12.65 - 16.45 | Category: Admin Support

Under general supervision, may perform moderately complex duties, requiring some experience of a specific nature. May be responsible for leading other staff, performing routine personnel functions, and day today management of service oriented process or area.

**Graphic Artist 1**

Wage Range: 11.50 - 14.95 | Category: Technical

Under direct supervision, develops layouts, is comfortable using Adobe Photoshop and has some limited experience with Adobe Illustrator and InDesign to create graphics for web and print deliverables. May also scan documents and slides

**Graphic Artist 2**

Wage Range: 12.65 - 16.45 | Category: Technical

Under general supervision, develops layouts, is comfortable using Adobe Photoshop and has some experience with Adobe Illustrator and InDesign to create graphics for web and print deliverables. May also scan documents and slides.

**Graphic Artist 3**

Wage Range: 13.90 - 18.05 | Category: Technical

Under minimal supervision, develops layouts, has proficiency with Adobe Illustrator, Photoshop and InDesign to create graphics for web and print deliverables. May also scan documents and slides. May lead other Graphic Artists.

**Laborer 1**

Wage Range: 11.50 - 14.95 | Category: Labor

Under direct supervision performs ordinary unskilled work of routine or repetitive nature. Some duties may require a moderate degree of

responsibility. May make oral or written reports to supervisor regarding activities in buildings.

### **Laborer 2**

Wage Range: 12.65 - 16.45 | Category: Labor

Under general supervision, performs duties requiring extensive knowledge of facilities and equipment. May be required to work after normal work hours, during quarter breaks, and finals weeks with no on-site supervision. May work full-time during the summer.

### **Laborer 3**

Wage Range: 13.90 - 18.05 | Category: Labor

Under minimal supervision, works independently performing work requiring in depth knowledge of facilities and equipment. Supervises and/or trains other student employees. May work full time during the summer.

### **Peer Advisor 1**

Wage Range: 11.50 - 14.95 | Category: Paraprofessional ✓

Under direct supervision serves as an adviser to students. Through consultation, assists students in solving problems and making informed decisions. Provides information and advice based on knowledge and training. Takes responsibility for some project work.

### **Peer Advisor 2**

Wage Range: 12.65 - 16.45 | Category: Paraprofessional ✓

Under general supervision, serves as an adviser to students. Through consultation, assists students in solving problems and making informed decisions. Provides information and advice based on in-depth knowledge and training. Takes responsibility for some project work. May train and direct other student peer advisors.

### **Peer Advisor 3**

Wage Range: 13.90 - 18.05 | Category: Paraprofessional ✓

Under minimal supervision, serves as an adviser to students. Through consultation, assists students in solving problems and making informed decisions. Provides information and advice based on in depth knowledge and requiring substantial responsibility and judgment. May supervise other peer advisors.

### **Photographer 2**

Wage Range: 12.65 - 16.45 | Category: Arts

With general supervision, takes photos to document newsworthy events or to illustrate a special project. Make newspaper photos conforming to prescribed editorial techniques and format. Interviews persons, observes events and reads publicity releases, to facilitate verification and writing of stories. Secures additional relevant facts that may influence viewpoint of story. Develops, fixes, and prints negatives.

### **Photographer 3**

Wage Range: 13.90 - 18.05 | Category: Arts

Under minimal supervision, carries out photographic assignments. Work with relative autonomy. Develops, fixes, and prints negatives. May be responsible for maintaining darkroom equipment and inventory. May train and lead other photographers or Graphic Artists.

### **Photography Assistant 1**

Wage Range: 11.50 - 14.95 | Category: Arts

Assists photographer in event photography. Transports and sets up equipment. May process photographic film and paper

### **Program Support Staff 1**

Wage Range: 11.50 - 14.95 | Category: Admin Support

Under direct supervision, performs routine program support services of average difficulty and variety. Prepares standard forms and reviews for completeness. Posts and maintains records. Maintains simple to moderately complex filing system. Assists in collecting, sorting, and compiling data. Reviews and audits files based on a standard procedure. May perform some word processing and data entry. Provides information regarding University, departmental, and/or program policies and procedures.

### **Program Support Staff 2**

Wage Range: 12.65 - 16.45 | Category: Admin Support

Under general supervision, provides program support services of moderate complexity and variety. Maintains records including accounting of financial documents. Compiles reports of moderate complexity. Compiles database on moderately complex research statistics. Assembles and codes data. Confers with researchers regarding data collection and display. Prepares and/or reviews forms requiring some interpretation to insure compliance with University, departmental, and/or program rules and regulations. Provides information requiring knowledge of University, departmental, and/or



program policies and procedures. May train and direct other student employees.

### **Program Support Staff 3**

Wage Range: 13.90 - 18.05 | Category: Admin Support

Under minimal supervision, performs program responsibilities, which are technical and complex, requiring substantial judgment and responsibility. May supervise other student employees.

### **Promotion Clerk 1**

Wage Range: 11.50 - 14.95 | Category: Arts

Under direct supervision uses creative and unique ideas to promote events and services. Promotion will include but not be limited to creating flyers and posters, either by hand or using computer graphics. Will make direct contact with students, faculty and WWU staff.

### **Promotion Worker 1**

Wage Range: 11.50 - 14.95 | Category: Labor

Under direct supervision, performs simple routine delivery duties. Delivers poster and flyers on and off campuses. Involves lifting and loading heavy boxes of publicity materials. Requires valid driver's license to take a state vehicle for deliveries. Requires skill in community relations.

### **Promotion Worker 2**

Wage Range: 12.65 - 16.45 | Category: Labor

Under general supervision, performs delivery duties of moderate complexity. Delivers posters and flyers on and off campus. Involves lifting and loading heavy boxes of publicity materials and assists with the posting of three sheet posters. Requires valid driver's license to take a state vehicle for deliveries. Escort's artists and/or equipment to and from the airport, hotel, and performance as needed. Requires skill in community relations.

### **Research Assistant 1**

Wage Range: 11.50 - 14.95 | Category: Paraprofessional 

Under direct supervision, performs simple, routine or repetitive research duties. Follows detailed instructions in the collection and arrangement of data. Conducts simple interviews, takes measurements, and performs simple library searches. Prepares simple graphs and tables. May enter basic data into computers, maintain simple records, or perform basic laboratory procedures.

### **Research Assistant 2**

Wage Range: 12.65 - 16.45 | Category: Paraprofessional ✓

Under general supervision, performs diversified research duties of average difficulty. Performs several distinctly different research functions. Selects appropriate methods from those recognized as standard. May conduct interviews, gather data from a variety of sources, and perform library searches requiring evaluation of information gathered. Maintains records, prepares graphs and tables and assists with report preparation of average difficulty. May recommend simple methodological or procedural changes. May enter moderately complex data into computers. May perform moderately complex laboratory procedures.

### **Research Assistant 3**

Wage Range: 13.90 - 18.05 | Category: Paraprofessional ✓

Under minimal supervision, performs diversified research duties of moderate complexity. Performs a large number of distinctly different research functions involving several procedural steps. Evaluates and analyzes research problems of average difficulty. Adjusts known methods, techniques and procedures. May conduct personal or telephone interviews or conduct library literature surveys requiring selection, evaluation and/or interpretation of data. May enter or retrieve computer data or prepare computer related documentation. May compose letters of inquiry to information sources. May recommend methodological and procedural changes. Maintains records, prepares graphs and tables, and assists with complex report preparation. May perform moderately complex laboratory procedures or assist in complex research procedures. May supervise student employees performing diversified duties of average difficulty.

### **Video Production Assistant 1**

Wage Range: 11.50 - 14.95 | Category: Arts

Under direct supervision, performs basic video operations, and performs playbacks on campus cable system, adjusts video equipment. May assist in recording studio labs. May serve as assistant to positions proficient in the use of studio and/or remote television equipment.

### **Video Production Assistant 2**

Wage Range: 12.65 - 16.45 | Category: Arts

Under general supervision, operates or may lead other lower level assistants in the operation of and performance of routine maintenance on major studio

and/or remote television equipment. Coordinates remote recordings. Edits videotape, adjusts lighting instruments. May train lower level assistants; may coordinate studio system check.

### **Video Production Assistant 3**

Wage Range: 13.90 - 18.05 | Category: Arts

Under minimal supervision, produces print and media programming. May produce, write and/or direct videotape productions. May write and edit training and/or procedural manuals, and lead other student employees. May assign operators to scheduled events. Assists in the development of training programs and materials. Trains lower level operators. May perform complex checks, and alignment of television systems and/or studio. May work unscheduled hours without supervision, subject to evaluation of materials produced

### **Writer/ Editor 2**

Wage Range: 12.65 - 16.45 | Category: Paraprofessional

Under general supervision, prepares written text for assigned subjects. Researches and gathers data from a variety of sources and arranges them for inclusion in articles, brochures, books, etc. Assists in the preparation of news releases and promotions. May perform proofreading and editorial work. Checks typewritten material for spelling and punctuation errors, using standard proofreading symbols. Check style of writing and indentations. Coordinates the transmission of initially read proof to operator, receives corrected lines, proofs corrections, and attaches them to final paste-up copy. Checks page layouts of newspaper for errors and assists with headlining and arranging of layouts and written materials. Checks advertising proofs against copy. Assists with typing.



**Associated Students of Western Washington University**  
AS KUGS-FM  
Maintenance Engineer

**About the Position**

The AS KUGS Maintenance Engineer is responsible, in consultation with the station staff, for the maintenance, improvement, and security of all studio equipment, as well as monitoring equipment use and integrity with regards to Federal Communications Commission (FCC) regulations.

**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 budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

**Terms of Position**

This is a four-quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position works an average of 10 hours per week.

**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.
- Basic knowledge of department and position specific responsibilities.
- A strong electronics background.
- Knowledge of or willingness to learn the Federal Communications Commission (FCC) regulations pertaining to broadcasting.
- Ability and willingness to instruct station personnel in the use of studio equipment.

### **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 KUGS-FM Responsibilities**

- Provide support to KUGS-FM by:
  - Maintaining a minimum 10 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On air shifts as assigned by the KUGS Program Director.
  - Attending weekly KUGS-FM Staff Meetings.
  - Assisting Program Director with training of volunteers as needed.
  - Participating in the KUGS-FM Quarterly All Station Meetings.
  - Covering KUGS-FM operations during academic breaks.
  - Completing other duties as assigned.
  - Keep accurate track of work hours on office timesheets and submit them on time

### **Position Responsibilities**

- Ensure the effectiveness of KUGS-FM technical operations by:
  - Assisting the General Manager in monitoring station operation to ensure compliance with the FCC and the station authorization during station operation including maintaining transmitter logs and Emergency Activation System requirements.
  - Being responsible for, in consultation with the General Manager and station staff, the maintenance, improvement, and security of all studio equipment.

- Being responsible for, in consultation with the General Manager, for maintenance, improvement, and security of transmitter, and antenna.
- Keeping the studios and equipment, including equipment housed at the transmitter and satellite locations, clean and orderly.
- Maintaining a running inventory of all equipment and supplies.
- Ability to work late nights, weekends, or on call as needed.

**Wage**

Starting hourly rate of \$12.80.

**Reportage**

This position reports directly to KUGS-FM General Manager.

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

The Associated Students is an Equal Opportunity Employer.

Revised February 12, 2015 by motion ASB-12-W-9



**Associated Students of Western Washington University**  
AS KUGS-FM  
Public Affairs Producer

**About the Position**

The AS KUGS Public Affairs Producer is responsible for KUGS public affairs programming along with ensuring that all material broadcast as part of the news and public affairs programming meets the standards of quality broadcasting, ethical journalism, and station policies. The KUGS-Public Affairs Producer is responsible for training volunteer newsreaders and public affairs volunteers.

**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 budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

**Terms of Position**

This is a four-quarter position. . This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter This position works an average of 10 hours per week.

**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**

- Knowledge of or willingness to learn the Federal Communications Commission (FCC) regulations pertaining to broadcasting.
- 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.
- Basic knowledge of department and position specific responsibilities.
- Good writing, reporting, announcing skills.
- Good news judgment. Awareness of international, national, regional and local issues.
- Knowledge of audio production.

### **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.

### **KUGS-FM Responsibilities**

- Provide support to KUGS-FM by:
  - Maintaining a minimum 10 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On air shifts as assigned by the KUGS Program Director.
  - Attending weekly KUGS-FM Staff Meetings
  - Assisting Program Director with training of volunteers as needed.
  - Participating in the KUGS-FM Quarterly All Station Meetings.
  - Covering KUGS-FM operations during academic breaks.
  - Attending weekly traffic meetings.
  - ).
  - Other Duties as assigned.
  - Keep accurate track of work hours on office timesheets and submit them on time

### **Position Responsibilities**



- Ensure that all material broadcast as part of the news programming meets the standards of quality broadcasting, ethical journalism, and station policies by:
  - Recording and editing all national news programming for on-air broadcast on a daily basis and ensuring that the recorded product is broadcast quality.
  - 
  - Working with the KUGS-FM Program Director and the General Manager to select and program features from Public Radio Satellite System.
  - Recruiting, developing, and training KUGS-FM newsreaders.
  - Recruiting, developing, and training KUGS-FM Public Affairs Programmers to produce independent, in-house, public affairs programming.
  
- Ensure that locally produced public affairs programming is of high quality by:
  - Working with the KUGS-FM General Manager to develop curriculum for public affairs volunteers.
  - Working with the KUGS-FM General Manager to oversee students in various aspects of local news gathering, production, and announcing.
  - Working with the KUGS-FM General Manager to produce quarter-long weekly public affairs program (minimum of 3 originally produced public affairs program/1 per quarter.)
  
- Comply with Federal Communications Commission (FCC) regulations by:
  - Producing FCC-required quarterly issues report, which documents the community issues aired by KUGS-FM through the News and Public Affairs Programming.

### **Wage**

Starting hourly rate of \$12.80.

### **Reportage**

This position reports directly to KUGS-FM Program Director.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised February 12, 2015 by motion ASB-15-W-09.



**Associated Students of Western Washington University**  
AS KUGS-FM  
Local Music Coordinator

**About the Position**

The AS KUGS Local Music Coordinator is responsible for the overall marketing and promotion of KUGS-FM through social media, publicity correspondence, and coordinating on-air giveaways including but not limited to concert tickets. The Local Music Coordinator will serve as the point of contact for in-studio performances and artist's interviews, developing local music calendars, and developing the local music selections for the KUGS Library.

**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 budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

**Terms of Position**

This is a four-quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position works an average of 10 hours per week.

**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**

- Knowledge of or willingness to learn the Federal Communications Commission (FCC) regulations pertaining to broadcasting.
- 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.
- Interest in publicity, communications, graphics, and advertising.
- Basic knowledge of department and position specific responsibilities.
- A commitment to promote the public image of the station both on campus and in the community, increase its visibility, and promote all positive aspects of KUGS through all appropriate channels.
- Creative spirit and positive attitude.

### **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 KUGS-FM Responsibilities**

- Provide Support to KUGS-FM by:
  - Maintaining a minimum 10 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On air shifts as assigned by the KUGS Program Director.
  - Assisting Program Director with training of volunteers as needed.
  - Participating in the KUGS-FM Quarterly All Station Meetings.
  - Attending weekly KUGS-FM Staff Meetings.
  - Covering KUGS-FM operations during academic breaks.
  - Completing other duties as assigned.
  - Attending weekly traffic meetings.
  - Keep accurate track of work hours on office timesheets and submit them on time

### **Position Responsibilities**

- Ensure the effective marketing and promotions of KUGS-FM by:
  - Developing an overall marketing plan to increase the visibility of KUGS-FM on campus and in the community.
  - Coordinating station events and promotions, such as concerts or on-air ticket giveaway, in studio performances and artist interviews.
  - Maintaining social media presence, and all publicity correspondence.
  - Maintaining contacts with promoters and local musicians.
  - Maintaining files of all advertising, posters, promotional materials, and financial records relating to publicity.
  - Working with the AS Communications Office and the Publicity Center to ensure that KUGS events are included in the AS Review and the Western Front.
  - 
  - Working with AS Productions to promote artist and musicians booked to perform on campus.
  - Tabling events on campus and at campus events.
  - Developing on going relationships with local musicians with the intent to develop the local music selections in the KUGS Music Library
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- Incentivize listeners and volunteers by:
  - Providing tickets to local music venues for listeners.
- Ensure that administrative records are properly maintained by:
  - Keeping accurate records of underwriting giveaways.
  - Keeping accurate records of ticket giveaways.

**Wage**

Starting hourly rate of \$12.80.

**Reportage**

This position reports directly to KUGS-FM General Manager.

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 12, 2015 by motion ASB-15-W-9.



## Associated Students of Western Washington University

Student Advocacy and Identity Resource Centers  
Queer Resource Center Community Engagement Coordinator

### About the Position

The AS Queer Resource Center Community Engagement Coordinator is responsible for providing social and community-building programs for the queer community, offer peer support and resources, assist in the coordination of all QRC events, as well as day-to-day operations of the QRC.

### Position Classification

Coordinators provide programming for the Associated Students 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 budget authority, advocates on behalf of students, actively promotes community building, maintains specific office functions, performs administrative work, promotes office resources and events, and updates programming resources for the department.

### About the Department

The AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The four centers within the SAIRC strive to support and empower all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience.

The Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe[r] space, and resources to queer students. The QRC does this by building community among Western students of diverse backgrounds, advocating for and educating about queer identities through events and resources, creating and affirming positive self-identities, networking with queer clubs, providing peer advising services, and addressing current issues relevant to the queer community.

### Term of Position

This is a three quarter position. **There is also a requirement to fulfill 20 hours of work time during summer quarter.** 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. 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.

### 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**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of issues and/or concern pertaining to the Queer Community
- Ability to work independently and responsibly, while supervising others
- Knowledge and passion about advocating for Queer issues and identities
- Ability to facilitate small group discussion/interaction
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Prior experience facilitating committee meetings
- Ability to work flexible hours.

### **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.

### **Student Advocacy and Identity Resource Centers Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - 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.
  - Providing a confidential, safe, and inclusive space for students.
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

- Ensure the smooth, effective operations of the SAIRC by:
  - Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the SAIRC offices.
  - Assisting with the coordination of activities, materials, and tabling schedules for SAIRC involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - Establishing and maintaining active working relationships with other ROP team members.

### **Queer Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - Attending all office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all QRC staff.
  - Planning short- and long-term goals for the QRC with office staff and the SAIRC Coordinator.
  - Continually gathering feedback from participants of events and services.
  - Maintaining continual communication with QRC staff and interns outside of meetings.
- Promote Queer events and services to the campus community by:
  - Being aware of and posting Queer-related events to appropriate calendars.
  - Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus.
  - Publicizing QRC services, programs, and events pertinent to position purview through social media, Publicity Center requests, and other outlets.
- Foster working relationships with related campus and community resources by:
  - Connecting with all Queer-related clubs and organizations on campus and offering them guidance on accessing resources to strengthen their impact and development of community on campus.
  - Regularly communicating and/or co-sponsoring with appropriate organizations including, but not limited to, the Evergreen Wellness Advocates, Sean Humphrey House, Partners Promoting Equality, Western's Counseling Center, the LGBT Advocacy Council, the Equal Opportunity Office, University Residences, and the Queer Youth Project.
- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - Portraying a diverse representation of Queer identity.
  - Striving to include all gender identities and expressions within the office.
  - Outreaching specifically to marginalized identities within the Queer community.
  - Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by developing 3 - 4 events within the QRC per quarter including but not limited to
  - Coordinating the annual Drag Show (which functions as an HIV/AIDS benefit event).
  - Coordinating at least one Queer Club Summit per year as a stand-alone event or as part of a larger event.

- Coordinating at least one community building event per quarter (usually within the first two weeks of fall quarter, mid-winter, and near the end of spring).

### **Position Responsibilities**

- Foster a safe and inclusive campus by:
  - Reaching out to the Residence Hall Association and National Residence Hall Honorary to promote QRC events and resource information about the campus' queer community, such as clubs and committees.
  - Building lines of communication with the student leaders of all queer-centered clubs and attending club meetings in person at least once per quarter as a means of fostering collaboration
  - Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities.
- Deliver social and community building opportunities to the campus community by:
  - Coordinating 1 – 2 community-building events per quarter.
  - Coordinating one event per year geared toward an audience of 250 people or more.
  - Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc.
  - Maintaining a balanced representation in programming for/about multiple identities.
- Ensure successful promotion and marketing of QRC events and resources by:
  - Building effective lines of communication between the AS Publicity Center, AS Communications & Marketing Office, KUGS, and other promotional outlets.
  - Developing an effective and consistent social media presence for the QRC.
  - Updating the QRC's website and publications to allow for maximum accessibility of the center's resources as well as campus resources and facilities (e.g. gender-neutral restroom locations).
- Ensure that the QRC provides quality programming to the campus community by:
  - Assessing the needs and interests of the community.
  - Making necessary facility reservations.
  - Completing all programming paperwork on time.
  - Performing other duties as needed or assigned by the EIRC Coordinator.
- Work 40 planning hours during summer quarter to plan for the Fall Ice Cream Social
  - Doesn't need to be enrolled in summer quarter classes.
  - Planning includes publicity (working with the Publicity Center), ordering the ice cream, logistics, etc.

### **Wage**

Starting hourly rate of \$12.80.

### **Reportage**

The QRC Community Engagement Coordinator reports directly to the Equity and Identity Resource Center Coordinator.





**Associated Students of Western Washington University**  
Student Advocacy and Identity Resource Centers Office  
SAIRC Representation and Outreach Coordinator

**About the Position**

The AS Student Advocacy and Identity Resource Centers (SAIRC) Representation and Outreach Coordinator is responsible for the day to day AS and campus student responsibilities of the SAIRC. This position will work closely with the coordinator for Equity and Identity Resource Centers in leading annual SAIRC events and services.

**Position Classification**

Coordinators provide programming for the Associated Students 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 budget authority, advocates on behalf of students, actively promotes community building, maintains specific office functions, performs administrative work, promotes office resources and events, and updates programming resources for the department.

**About the Department**

The AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The four centers within the SAIRC strive to support and empower all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience.

**Term of Position**

This is a three-quarter position. There is also a requirement to fulfill **40 hours** of work time during summer quarter. 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. 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.

**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**

- Budget management knowledge or experience.

- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of issues and/or concern pertaining to the students we serve through our centers
- Ability to work independently and responsibly
- Knowledge and passion about advocating for issues and identities
- Ability to facilitate small group discussion/interaction
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Prior experience facilitating marketing efforts
- Prior experience facilitating data collection efforts
- Ability to work flexible hours.

### **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.

### **Student Advocacy and Identity Resource Centers Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - 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.

- Providing a confidential, safe, and inclusive space for students.
- Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
- Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the SAIRC by:
  - Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the SAIRC offices.
  - Assisting with the coordination of activities, materials, and tabling schedules for SAIRC involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
  - Establishing and maintaining active working relationships with other ROP team members.
- Create an atmosphere of inclusivity within the offices and programs by:
  - Portraying a diverse representation of media, images, etc.
  - Striving to include all gender identities and expressions within the office.
  - Outreach specifically to marginalized identities in the western community.

### **Position Responsibilities**

- Serve as a representative of all centers under the SAIRC umbrella by:
  - Attending all AS related councils including but not limited to Management Council
  - Serving as an advocate for social issues relevant to campus community ~~through membership of campus councils and committees~~ **by serving as the SAIRC Representative on various different campus councils and committees, including by not limited to the Legislative Affairs Council, Management Advisory Council, Sustainability, Equity and Justice Fund Committee.**
  - Coordinating with all the Coordinators for Advocacy to create and draft and agenda for an SAIRC Lobby Day
  - Collaborate with the Justice Speaks Series, Education and Social Justice Minor, Ethnic Student Center and will act as the main point of contact for collaborating with other departments, and work with other SAIRC offices to secure the meaning and intentionality of the collaboration
- Will take lead in all-centers events and services by:
  - Coordinating the VU Food Pantry and addressing other food/financial Insecurity issues
  - Oversee the availability and accessibility of sexual health safety needs
  - Serving as the liaison for campus events needing to be connected to SAIRC centers

- Provide the most relevant and effective resources, outreach, and programming by:
  - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - Collecting and inputting office traffic forms.
  - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.
  
- Develop and enhance the teamwork, communication, and effectiveness of the SAIRC by:
  - Attending all office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all coordinators and centers.
  - ~~Planning short and long term goals for marketing of the SAIRC.~~
  - Continually gathering feedback and data from participants of events and services.
  - Maintaining continual communication with all SAIRC.
  
- Promote SAIRC centers events and services to the campus community by:
  - Being aware of and posting events to appropriate calendars.
  - Fostering and enhancing working relationships and communication with key campus organizations
  - Publicizing and promoting SAIRC services, programs, and events pertinent to position purview through social media, Publicity Center requests, and other outlets.
  
- Foster working relationships with related campus and community resources by:
  - Offering SAIRC centers guidance on accessing resources to strengthen their impact and development of community on campus.
  - Regularly communicating and/or co-sponsoring with appropriate organizations including, but not limited to, the Evergreen Wellness Advocates, Partners Promoting Equality, Western's Counseling Center, the Equal Opportunity Office, University Residences

### **Wage**

Starting hourly wage of ~~\$12.80~~ **\$13.36**.

### **Reportage**

The Student Advocacy and Identity Resource Centers (SAIRC) Representation and Outreach Coordinator reports directly to the Equity and Identity Resource Centers Coordinator.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer.  
Revised January 2<sup>nd</sup> 2015 by motion ASB-15-W-3



**Associated Students of Western Washington University**  
Student Advocacy and Identity Resource Centers Office  
AS Veteran Community Coordinator

### **About the Position**

The AS Veteran Community Coordinator is responsible for coordinating events and fostering community among student Veterans while working closely with both the Veteran Services Office and the Associated Students.

### **Position Classification**

Coordinators provide programming for the Associated Students 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 budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

This is an Associated Students (AS) position that is funded by the AS and oversees a programming budget allocated by the AS. The Veteran Community Coordinator will stay closely connected to two departments: the Veteran Services Office (VSO) in Old Main and the Viking Union/Associated Students, and the position is supervised by these two areas as well. The large majority of the work hours will be spent working in the VSO planning events and connecting with the community of student veterans who visit that office. Other hours will be spent in meetings in the Viking Union and utilizing the services in the VU, such as the Publicity Center, Events Services, Reservations, etc.

### **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. 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.

Proposed Changes→An involved VCC works at least 15 hours a week to accomplish tasks and fulfill the obligations of this position. Additionally, this position is expected to coordinate with the Veterans Club and Off Campus resources such as the Bellingham Vet Center, Veterans of Foreign Wars etc to effectively communicate with the veteran community.

### **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**

- Knowledge of Veteran's issues and identities
- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented backgrounds.
- 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
- Basic knowledge of department and position specific responsibilities
- Knowledge of/or experience with event planning
- Comfortable with Public Speaking
- Ability to facilitate small group discussion/interaction

### **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 Program & Veteran Services Office Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness by:
  - Attending regular meetings with the positions AS advisor/supervisor as well as the Assistant Director of Veteran Services.
  - Establishing and maintaining an effective working relationship with all Veteran Services Office (VSO) staff as well as relevant Student Activities/Viking Union staff.
  - Continually receiving feedback from participants of events and services through appropriate means of evaluation.

- Maintaining continual communication with VSO staff and AS/VU staff outside of meetings.
- Promote Veteran events and services to the campus community by:
  - Being aware of and promoting Veteran-related events.
  - Fostering and enhancing working relationships and communication with all Veteran clubs and organizations on campus.
  - Publicizing Veteran-focused services, programs, and events through social networking, Publicity Center requests, and other media.
- Foster working relationships with related campus and community resources by:
  - Collaborating with related clubs and organizations on campus.
  - Ensuring that student Veterans are aware of the benefits and resources available to them through the AS Club system.
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Veteran's Relief Fund, Veterans Affairs, Veterans of Foreign Wars (VFW), Veterans Health Care, AS Women's Center, AS Queer Resource Center, and other relevant campus programs and resources.
- Create an atmosphere of Veteran-inclusivity within the office and programs by:
  - Portraying a diverse representation of the Veteran identity in events and community building efforts.
  - Welcoming all gender identities and expressions in the office and event spaces created.
  - Specifically outreaching to marginalized identities within the Veteran community.

### **Position Responsibilities**

- Use student fees in a responsible and proper manner by:
  - Serving as budget coordinator for the programming funds allocated by the Associated Students for Veteran programs and activities.
  - Developing quarterly and annual budget plans and projections.
  - Completing an average of 15 hours per week in fulfillment of all position responsibilities, with the majority of those hours located in the Veteran Services Office. Work hours will also be allocated to being present at events, meeting with staff and offices in the Viking Union, and connecting with campus clubs and local community resources.
  - Reviewing, tracking, and maintaining the budget on a regular basis.
- Provide educational, social, and community building opportunities to the campus community by:
  - Developing, planning, and implementing one campus-wide event per quarter, each one serving as a traditional event that is intended to build on past successes and continue to strengthen over time. Past examples have included: Veterans Day Ceremony, Stories Deployed, Patriot Week, Memorial Day BBQ, etc.
  - Coordinating at least one event each year that provides the opportunity for student Veterans to share their experiences (for example, "Stories Deployed," "Soldiers after War," and "Women in Service" panels).
  - Supporting the social programming offered by the VSO and by current Veteran-focused clubs.



- Working with Veterans Service Office, AS Communications Office, Publicity Center, University Communications Office and other relevant resources towards marketing and outreach for events.
- Planning occasional outings for student Veterans using campus and local resources such as the AS Outdoor Center, the AS Challenge Program, the VFW, the AS Outback Farm, etc.
- Foster a safe and inclusive campus for Veterans by:
  - Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities.
  - Supporting the inclusion efforts of all Veteran-focused clubs by outreaching to them about equitable representation and inclusive language and imagery.

**Wage**

Rate of pay is \$12.80 per hour.

**Reportage**

This position reports directly to both the Coordinator of Student Activities and the Assistant Director of Veteran Services.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised on March 11<sup>th</sup>, 2016.