



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

**Proposed by the AS Personnel Committee**

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

### **AS Club Business Director**

**Current Classification:** Director AS Classification; AS Wage Level 5; WWU Job Title: Program Support Staff 3

**Proposal:** Assign Assistant Director AS Classification; AS Wage Level 3; WWU Job Title: Program Support Staff 2, Name Change: AS Club Student Financial Manager

**Justification:** This brings them to an equal level with the ESC Assistant Director for Club Logistics (they do the same work). The reason why they are not suggested to both be at a director level is because they do not supervise anyone. Also, while looking at all three financial positions in the AS (Business Director, Club Business Director, & ESC Asst Director), the Business Director should remain at a Director level because of the responsibilities they are absorbing from the dissolution of the VP for Business and Operations. The other two are assisting the efforts of the Business Director (without directly reporting to them). Assistant Directors do not need to report to a Director.

*This proposal is supported by the AS Personnel Director, ASVP for Business and Operations, AS Club Business Director, the AS Business Director, Jenn Cook, & Casey Hayden.*

### **AS Club Facilitators (Events, Promotion & Outreach, Training & Development)**

**Current Classification:** No AS Classification; minimum wage; WWU Job Title: Program Support Staff 3

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

**Justification:** These positions are not entry level work. They align to the coordinator classification.

*This proposal is supported by the AS Personnel Director, Jenn Cook, and Casey Hayden.*

### **AS ESC Advocacy Director**

**Current Classification:** Director AS Classification; AS Wage Level 5; WWU Job Title: Program Support Staff 3

**Proposal:** Assign Coordinator AS Classification; AS Wage Level 2; WWU Job Title: Program Support Staff 2 Name Change: AS ESC Advocacy & Programming Coordinator

**Justification:** The ESC Advocacy Director does not supervise anyone. This position was not meant to direct the office. They are meant to coordinate large scale events. The coordinator title aligns with the responsibilities of this job.

*This proposal is supported by the AS Personnel Director, the AS ESC Cultural Education Coordinator, Moya Lojewski, Nick Sanchez, Victoria Matey, and Casey Hayden.*

### **AS ESC Assistant Director for Club Logistics**

**Current Term of Position:** 3 Quarters with no summer planning hours

**Proposal:** 3 Quarters with 40 summer planning hours

Name Change: AS ESC Student Financial Manager

**Justification:** This would greatly aid in the success of the ESC if this position has some summer planning hours in order to align with the other two AS financial positions and to prepare for the year.

*This proposal is supported by the AS Personnel Director, the AS ESC Cultural Education Coordinator, Moya Lojewski, Nick Sanchez, Victoria Matey, and Casey Hayden.*