



**Associated Students of Western Washington University**  
*AS Student Advocacy & Identity Resource Center*  
*A Student Advocacy & Identity Resource Center*  
Student Advocacy Identity Resource Center Library and Archival  
Coordinator

### **About the Position**

The Student Advocacy & Identity Resource Center (SAIRC) Library and Archival Coordinator is responsible for helping maintain the day-to-day operations and long term projects of the SAIRC. SAIRC Library & Archival Coordinator will assist the SAIRC Coordinator by reconsolidating the five SAIRC's libraries, resources and documents. They will also assist the SAIRC Coordinator in any tabling, promotional and publicity events done during the summer term. The SAIRC Library & Archival Coordinator will also be responsible for assisting the SAIRC coordinator in the transition into the Multicultural Center.

### **Terms of the Position**

This is a one quarter position. This position begins the week after spring 2019 finals weeks and ends the Friday before the start of classes fall 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.

### **About the Department**

The AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The seven 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 AS Student Advocacy & Identity Resource Center provides non-judgmental and unbiased programs, safe[r] space, and resources to marginalized students. The AS Student Advocacy & Identity Resource Centers does this by building community among Western students of diverse backgrounds, advocating for and educating about marginalized identities through events and resources, creating and affirming positive self-identities, networking with marginalized identity focused clubs, providing peer advising services, and addressing current issues relevant to marginalized communities.

### **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

- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills.
- Ability to work independently and responsibly.
- Ability to facilitate small group discussion/interaction.
- Ability to communicate and work effectively with a wide variety of people on Western's campus.
- Prior experience facilitating meetings.
- Ability to work flexible hours.
- Ability to work independently on projects with minimal supervision in an atmosphere of ongoing distractions.
- Excellent communication skills.

## 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: spring quarter AS developmental training.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- **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(r) space, access resources, and seek peer education.
  - Providing unbiased, nonjudgmental, and accurate information and services to students, and maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  - Providing a confidential, safe(r), 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 Student Advocacy Resource Center 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 Summer Start tabling, presentations, providing information for tours.
- Establishing and maintaining active working relationships with other SAIRC team members.

### **Position Responsibilities**

- **Consolidate the SAIRC libraries**
  - Examining the function of other libraries on campus such as; Language Media Center, Center for Education, Equity & Diversity Library, and other departmental libraries.
  - Consolidate all Libraries under one system/database/catalog.
  - Collaborate with Western Libraries to ensure their records are up to date with the books we offer.
  - Develop a check out system and check-in to ensure all books are accounted for.
  - Determine the responsibilities and duties required to maintain the libraries, and collaborate with the SAIRC Coordinator to write that into the Multicultural Center Informational Desk Staff.
  - Determining a system, either the dewy decimal system or another, to ensure books are easily located in the main library located in the Multicultural Center.
  - Ensure a method/protocol/procedures to ensure that Western Libraries continuously has an updated record of the books we have.
  - Help move the libraries into the MCC.
- **Ensure the transition from the Viking Union 511-516 into the Multicultural Center (MCC) is smoothly**
  - Assist the SAIRC Coordinator in any transitory needs to secure a smooth movement into the Multicultural Center.
  - Assist the SAIRC Coordinator in packing up the SAIRC centers that will be moving up and determining what will be moved up and what will be removed.
  - Assist the SAIRC Coordinator in unpacking the SAIRC centers that are moving into the Multicultural Center.
  - Secure a method for which to properly store the resources in the MCC.
- **Expanding Resources**
  - Determine which center's libraries need to be expanded and secure books to expand the library.
  - Determine which books/libraries will be moving into the MCC. Determine what will happen with the books that will not be moving up.
  - Assist the Coordinator for Student Advocacy & Identity Resource Centers in any other needs related to SAIRC resources. As well as assisting the Coordinator for SAIRC in any other transitional moves related to the centers who will be moved into the MCC.

- Examining what resources each center has and updating the resources to reflect an updated current list of resources in the Bellingham community and Pacific Northwest in general.

**Wage**

Starting Hourly rate of \$13.36

**Reportage**

The Library Page Assistant reports directly to the Coordinator for Students Advocacy & Identity Resource Centers.