**Associated Students of Western Washington University**

AS Office of Civic Engagement  
Legislative Education Assistant

**About the Position**

The AS Legislative Education Assistant is responsible for coordinating educational programming aimed at the national, regional, and/or local legislation as well as helping disseminate information which will better inform the WWU community of what is occurring nationally, regionally, locally, and globally. This position also assists with other major projects ran by the OCE and fills in where necessary.

**About the Department**

The AS Office of Civic Engagement (OCE) 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 is a three-quarter 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. This position works an average of 10 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**

* 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.
* Ability to work collaboratively with multiple people and organizations.
* Ability to work within deadlines and problem solve.
* Basic knowledge of department and position specific responsibilities.
* Ability to work flexible hours.
* Knowledge of or experience with event planning.
* Knowledge and passion about legal issues and topics
* Ability to create a space that makes people feel welcome at events and at the office.

**AS Employment Responsibilities**

* Serve the 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 Personnel Policy, Code of Conduct, and Program Standards.
  + Being knowledgeable of the AS organization and its general operations.
* Ensure the continuity and legacy of this position by:
  + Working with supervisor and Personnel Director to revise and update position job description.

AS Office of Civic Engagement 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 OCE 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 Office of Civic Engagement by:
  + Attending weekly OCE staff meetings, office check-ins, and any additional departmental activities.
  + Promoting teamwork and collaboration throughout the OCE office.
  + Assisting with the coordination of activities, materials, and tabling schedules for all OCE civic engagement events.
  + Establishing and maintaining active working relationships with other OCE team members.
* Develop and enhance the teamwork, communication, and effectiveness of the OCE by:
  + Planning short- and long-term goals for the OCE with office staff and the OCE Director.
  + Continually receiving feedback from participants of events and services.
  + Maintaining regular communication with OCE staff outside of meetings.
* Foster working relationships with related campus and community resources by:
  + Being aware of and participating in OCE related events.
  + Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

**Position Responsibilities**

* Ensure student participation in legislative session by:
* Assisting in student education surrounding AS-coordinated lobby days agendas for WLD, WILD, local, and federal.
* Coordinating with the Voter Engagement & Recruitment Coordinator and the Local Issues Coordinator to plan education, actions, and/or activity around regional issues in accordance with current Olympia activities.
* Empower and support the Associated Students membership with information, activities and peer education by:
  + Educating the WWU community on current national political issues through programming, marketing, and/or other modes of communication (social media, podcasts, etc.)
  + Regularly debriefing events with staff and interns
  + Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
  + Performing other duties as needed or assigned.
* Supporting OCE operations by:
  + Assisting the OCE Director with administrative tasks.
  + Assisting the other positions in the OCE with major projects such as Housing and Hash Browns, Get out the Vote, elections, etc.

**Wage**

Starting hourly rate of $15.15.

**Reportage**

This position reports directly to the AS OCE Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised on March 9th, 2020 by the AS Personnel Committee.