



AS Vice President for Student Services

Executive Board, \$16.70/hrs, 19 hrs/week, 4 quarter position

This position begins the Saturday of Spring Commencement and ends the Friday of finals week the following spring quarter. This position is 4 quarters long, **NOT** expected to work during Summer Quarter, **around 15 hours a week**. The position holder is neither required nor expected to work during winter or spring breaks. **The AS VP for Governmental Affairs is required to travel on some weekends. This this** position will be compensated 1-week additional pay to the total weeks' worked.

ABOUT THE OFFICE

The ASWWU Executive Board serves as a representational body in coordination with the ASWWU Student Senate on relevant student issues. The Executive Board shall serve as the Executive Branch of the ASWWU and shall represent student interests to the University Administration, the Board of Trustees, and appropriate external governmental agencies. The Executive Board will not be limited in the scope of issues it covers. Issues discussed by the Executive Board can originate from the ASWWU Student Senate, other Associated Students offices (AS), University committees, within the Executive Board itself, or directly from students. The Executive Board can draft, approve, and release resolutions on any issues brought before it. By centering student voices, the ASWWU Executive Board seeks to advocate for an equitable, safe, and inclusive campus environment.

ABOUT THE POSITION

The Vice President for Student Services acts as a liaison between the Associated Students, University Housing & Dining **Counseling Health and Wellness, Student Success Services, and Ceampus Hhealth and Ssafety** entities **and any other service provided to students that may come up**. This position serves as a resource for all students on campus and in the community needing support for any concerns related to the areas listed above.

OFFICE RESPONSIBILITIES

Represent the interests of the student body of Western Washington University by:

- Devoting an average of 19 hours per week to Associated Students business.
- Establishing and maintaining at least one posted office hour per school day.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Serving as an officer of the Associated Students organization.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of the Executive Board operations by:

- Attending all Executive Board retreats, meetings, and work sessions.
- Avoiding any major academic commitments that would conflict with the essential responsibilities of this position. (e.g. study abroad, student teaching, etc.)
- Working with the members of the Executive Board in a cooperative and timely manner.
- Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Executive Board.
- Reviewing and updating committee and council charge & charters, and rules of operation under position purview, and communicating changes to relevant groups.
- Updating legacy documents for the position at least once per quarter.

Promote and manage the Associated Students organization by:

- Communicating regularly with the student body concerning the decisions and actions of the Executive Board.
- Attending at least three (3) Associated Students program events per quarter.
- Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
- Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
- 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.
- Collaborating with student groups, organizations, coalitions, and offices to gain feedback so that your work accurately reflects the current campus environment.

REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
 - Undergrad: 6 credits
 - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

KNOWLEDGE, SKILLS, & ABILITIES

- Leadership experience.
- Working knowledge of the Associated Students organization.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate and work collaboratively and effectively with a wide variety of people on Western's campus and in the Bellingham community with elected officials.
- Experience working in group situations.
- ~~Working knowledge of legislative and political structures and systems.~~ Knowledge about University Residences Structure
- Ability to act appropriately in professional situations.
- Budget Management knowledge or experience.
- Ability to work independently while

POSITION RESPONSIBILITIES

- Promote connections and serve as a liaison between the Associated Students and University Housing and Dining by
 - ~~Acting as a liaison for the Residence Hall Association: Connecting the RHA with resources provided by the AS, supplying written reports on AS events and actions taken by the Board of Directors as designated in agreement with the RHA President, and attending key meetings as requested by the RHA President.~~
 - ~~Serving as a voting member on the Residential Advisory Committee,~~ Communicating with students living in residence halls and using dining facilities.
 - ~~Serving~~ as a voting member on Executive Dining Committee.
 - Staying informed of issues pertaining to University Housing and Dining and participating in pertinent conversations as needed
 - Hold monthly meetings with the Residence Life Director and Assistant Director to share students and student staff concerns
- Facilitate communication between the Associated Students, campus entities, and the Bellingham community by
 - Collaborating with the Office of Off-Campus Living and AS VP for Sustainability.
 - Addressing issues pertaining to student transportation.
 - Serving as a voting member on Central Health & Safety Committee and Emergency Management Council.
 - Collaborate with the Child Development Center and other services groups as they come up on campus
- Build and maintain relationships with the AS Social Advocacy Issues Resource Center (SAIRC) to connect on various student needs and relevant social issues
 - Scheduling regular check-ins with SAIRC Program Director
- Collaborate with the Director of Counseling Health and Wellness to connect with concorers about students mental health and medical health needs
- Facilitate campus dialogue between student community and WWU administration on recurring and present student issues and concerns
 - Maintaining contact with administration and staff to organize community forums on a quarterly basis
 - Connect with various student groups to facilitate process of community forums

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Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS ~~Transportation Advisory Committee~~ ~~University Housing Representation and Advocacy Committee~~
- Serve as a voting member on:
 - ~~Central Health & Safety Committee~~
 - Emergency Management Council
 - Executive Dining Committee
 - ~~Counseling Health and Wellness Committee~~ ~~First Year Experience Committee~~
 - ~~Sustainability Equity and Justice Fund Committee~~
 - ~~Child Development Planning Committee~~
 - Student Advisory Committee
 - ~~Alternative Transportation Fee Committee~~
 - ~~Residential Advisory Committee~~
- ~~Appoint student' membership for~~ ~~Review and nominate student members for:~~

~~◦ Campus Dining Committee~~

~~◦ Central Health & Safety Committee~~ ~~Counseling, Health, & Wellness Services~~
This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised January 26, 2021 by Personnel Director.

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