



AS VP for Diversity

Executive Board, \$17.70, 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. The position holder is neither required nor expected to work during winter or spring breaks.

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 ASWWU Executive Board shall oversee general management of funds, affairs, and property of the ASWWU. 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.

ABOUT THE POSITION

The Associated Students of Western Washington University (ASWWU) Vice President for Diversity is responsible for ensuring that all ASWWU processes and ASWWU Offices have a commitment to diversity, equity, and inclusivity. This position acts as a liaison between ASWWU Executive Board and university offices offering services to marginalized or underrepresented students. The ASWWU Vice President for Diversity is charged with working with university administrators, faculty, and fellow students as they continue to focus on diversity and equity efforts. This includes the empowerment, retention, and full inclusion of all populations on campus that are and have been systemically and historically marginalized, and or underrepresented.

OFFICE RESPONSIBILITIES

Executive Board 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 5 office hours, preferably distributed throughout the week.
 - 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 Executive Board.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Office of Civic Engagement to recruit and communicate with students and chairs of committees 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.)
 - Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Executive Board.
 - Holding regular check-in meetings (typically biweekly) with the AS President and Student Activities Coordinator.
 - 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.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - 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.

POSITION RESPONSIBILITIES

- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
 - Being familiar with and upholding the ASWWU Constitution, all WWU policies, and all ASWWU policies including the Personnel Policy, Code of Conduct, and Program Standards.
 - Meeting with the Special Assistant to the President for Diversity through regularly scheduled check-ins.
 - Making official recommendations to the ASWWU Executive Board concerning all diversity, equity and inclusion affairs.
 - Communicating and meeting with professional staff as needed.
 - This position serves as the AS Board Liaison to the AS Ethnic Student Center, including holding regularly scheduled check-ins with ESC advocacy.
 - Working with the ASWWU VP for Governmental Affairs to organize a program for underrepresented students regarding civic engagement, and to ensure that students who come from traditionally underrepresented backgrounds are included and represented during legislative efforts in Olympia. This would include facilitating ESC Lobby Day and WILD.
 - This position assumes the responsibilities of the OCE Director in their absence.
 - Attending/participating in events about diversity and inclusion to stay up to date on issues.
 - Working with the Personnel Office, OCE Director and other relevant positions/offices to develop strategies for recruiting diverse applicants and volunteers.
 - Assessing, and serving as primary ASWWU contact for strategies, programs, and initiatives on campus regarding diversity. Inviting communities, you cannot speak for, to events that may impact their communities.
 - Working with other relevant Enrollment and Student Services offices, as needed.
 - Ensure objectivity of position by:
 - Advocating *for all* diverse groups of students.
 - Providing equitable representation for all marginalized and historically and currently underrepresented groups.
 - Ensure the continuing work of the Multicultural/ESC expansion by:
 - Chairing the ESC Executive Board
 - Sitting on the University Administration Steering Committee
 - Working with the Vice President for Enrollment and Student Service, Director of the Viking Union & Asst. Dean of Students, ESC Coordinator

- Meeting regularly with students to inform them of decisions being made
 - Acting as a liaison with on campus offices that work with marginalized or underrepresented groups. Including but not limited to:
 - the Equal Opportunity Office
 - the Center for Education, Equity, and Diversity (CEED)
 - Student Outreach Services (SOS)
 - Office of Veteran's Affairs
 - Disability Resources for Students (DRS)
 - Center for International Studies
 - Center for Law, Diversity, and Justice
 - Black Student Coalition (BSC)
 - Committee Responsibilities:
 - Chair, facilitate, and create agendas for:
 - ASWWU ESC Executive Board
 - ASWWU Diversity Advisory Council
 - Serve as a voting member on:
 - The President's Taskforce on Equity, Inclusion, and Diversity
 - AS Personnel Committee
 - Diversity Achievement Award Committee
 - University Work Group on Sexual Violence Prevention and Response
 - Social Justice and Equity Committee (SJEC)
 - Undocumented & Mixed Status Committee
 - Serve as an ex-officio/non-voting member on:
 - Lesbian, Gay, Bisexual, Transgender Advocacy Council
- Foster leadership within the Associated Students and the greater campus community by:
 - Ability to hold space for differing opinions. Understanding Diversity is not homogenous nor is it monolithic.
 - Collaborating with VU Leadership and Community Engagement Center to create leadership opportunities.
 - Ability to cultivate relationships and dialogue between diverse individuals and groups on campus.
 - Adequate knowledge to provide advisement on and/or training in areas concerning diversity, marginalized/underrepresented groups, and inclusion.
 - Ability to foster constructive discourse on traditionally divisive and controversial issues.
 - Ability to address large groups of people in public settings.
 - Knowing how to lead and have experience working in group situations.
- Student Budget Coordinator Responsibilities:
 - Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - Diversity Initiative Fund (FXXSBR-ASBDIV)

PREFERRED QUALIFICATIONS

- Knowledge, Skills, & Abilities (KSA's) that Support Success: The following KSA's are presented to demonstrate the knowledge and skillsets that can lead to success in this position. **Many of these KSA's are learned during the time in the role**, and previous experience can also help. This list is not meant to discourage candidates but rather to support candidates knowing more information about these positions:
- Working knowledge of the Office of Civil Rights & Title IX Compliance, Disability Access Center (DAC), Office of Veteran's Services, LGBTQ+ Western, and other individual diversity programming offices on campus.
- Knowledge of the AS Ethnic Student Center (ESC) and AS Student Advocacy & Identity Resource Centers (SAIRC) to include the Blue Resource Center, Disability Outreach Center, Price Center, and the Gender Liberation Resource Center.
- Pro-active policy-making skills focusing on collaboration between diverse populations on campus.
- Understanding of current diversity issues concerning the university, the greater Bellingham community, and its global connection.
- Having knowledge in past inequities that have happened at WWU in order to be properly prepared to engage in these conversations as they to come up. Advisors should also be properly educated and prepared to help the ASVP for Diversity in these matters. It is up to them, who stay longer than four years to fill in new commers who may be transfer students etc. On these campus histories.
- Strong commitment to diversity, equity, and inclusion for all historically and currently underrepresented and or marginalized group
- Previous leadership experience.
- Previous committee experience at Western Washington University..
- Working knowledge of the Associated Students organization.
- Problem solving and conflict management techniques.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working in group situations.
- Ability to balance multiple projects at one time.
- Interest and willingness to specialize in the activities area of the Associated Students.
- Understand budgets and the AS budget.

REQUIRED QUALIFICATIONS

- Must be enrolled in a minimum of 6 credits for undergraduates and 4 credits for graduates at Western Washington University at the time of election.
- Have good academic standing at the time of the election.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.