



AS Vice President for Student Services

Executive Board, \$17.70, 19 hours/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 Vice President for Student Services acts as a liaison between the Associated Students, University Housing & Dining, Counseling & Wellbeing, Student Success Initiatives, Enrollment management, Student Life, Child Development Center, 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

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 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 Not-for-Profit organization.
 - 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.)
 - 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.
 - 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

Serve the students of Western Washington University by:

- **Promote connections and serve as a liaison between the Associated Students, Enrollment & Student Services and Caregivers and Parents (CAP) as needed:**
 - Hold monthly meetings with Vice President for Student Services
 - Engage with the needs of the Caregivers and Parents group on Teams.
 - Continue ongoing space dedication for Family Workspaces and ensure student-parents and caregivers utilizing the space have their needs met.
 - Collaborate with the Director of the Child Development Center and other services groups as they come up on campus
- **Facilitate communication between the Associated Students, campus entities, and the community by:**
 - Collaborate with the Office of Off-Campus Living and AS VP for Sustainability.

- Address issues pertaining to student transportation through the AS Transportation Advisory Committee.
- **Collaborate with the Director of Counseling Health and Wellness to connect with concerns about students' mental health and wellbeing.**
 - Continue ongoing space dedication of lactation rooms for student, staff, and faculty.
 - Engage with the needs of the Caregivers and Parents group on Teams to ensure these rooms are receiving the care they need.
- **Facilitate campus dialogue between student community and WWU administration on recurring and present student issues and concerns**
 - Maintain contact with administration and staff to organize community forums on a quarterly basis.
 - Connect with various student groups to facilitate process of community forums.
- **Build and maintain relationships with the AS Social Advocacy Issues Resource Center (SAIRC) to connect on various student needs and relevant social issues**
 - Schedule regular check-ins with SAIRC Program Director.
- **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.
 - 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 meetings as needed with the Residence Life Director and Assistant Director to share students and student staff concerns.

COMMITTEE RESPONSIBILITIES

Chair, facilitate, and create agendas for:

- AS Transportation Advisory Committee

Serve as a voting member on:

- AS Executive Board
- Central Health & Safety Committee
- Emergency Management Council
- Executive Dining Committee
- Counseling Health and Wellness Committee
- Sustainability Equity and Justice Fund Committee
- Student Advisory Committee
- Alternative Transportation Fee Committee
- Residential Advisory Committee

Serve on other Associated Students, University, or community committees as necessary.

PREFERRED SKILLS

- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Working knowledge of the Associated Students organization.
- Critical thinking skills
- Problem solving and conflict management techniques.
- Ability to communicate accurately and effectively with a wide variety of groups.
- Public speaking skills.
- Previous council or committee experience at Western Washington University.
- 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.
- Ability to be effective in new and different situations that may be outside of your comfort zone.

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.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S. (DACA Recipients are included).
- Completion of 5 quarters of college work, with at least 2 full-time (12+ credits) quarters within the current academic year at Western Washington University.

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

The Associated Students is an Equal Opportunity Employer.

Revised April 23, 2022, by AS VP for Student Services.
