



AS Student Senator Fairhaven College

Student Senate, \$17.70, 7-10 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 Student Senate serves as a legislative body in coordination with the Associated Students Executive Board on student issues and increase student involvement and representation in the AS Executive Board's decision-making processes by discussing issues originating from the AS Executive Board, other AS or University Committees as assigned or delegated, within the Student Senate itself, or directly from Student Senators constituents. As well as by reviewing, recommending, and enforcing changes to the AS Election Code and the charge and charter of the AS Election Board. Along with approving any changes made to the AS Executive Board by-laws, or charge and charter. Moreover, by drafting and releasing resolutions on any issues brought before the Student Senate. In conclusion, by reviewing and nominating student members to serve on various academic related committees.

The ASWWU Student Senate exists to represent student interests on University Committees and to advocate for various constituents throughout the university in an effort to maintain a representative Associated Students.

ABOUT THE POSITION

The Student Senator for Fairhaven College acts as a student representative, communicating the needs of students to Fairhaven administration. This can include participation in Fairhaven events, student outreach and engagement, and giving input at staff and faculty meetings. The Student Senator for Fairhaven College also acts as a bridge between Fairhaven College and the wider university. This includes bringing Fairhaven ethics and thought to Student Senate decisions and projects, as well as increasing Fairhaven College's visibility to the university. It is a self-directed position, much like Fairhaven College's academics. This means individual projects and work hours

are largely initiated by the Senator and therefore the Senator's responsibility to follow through with. Collaborative projects with other Senators, students, or administration are also expected and encouraged. Most importantly, the Senator represents Fairhaven College as a whole. Overall, the Student Senator is a liaison between Fairhaven College, its students, and the wider university.

OFFICE RESPONSIBILITIES

ASWWU Student Senate Responsibilities

- Ensure the effectiveness of the ASWWU Student Senate Operations by:
 - Attending all ASWWU Student Senate retreats, meetings, and work sessions
 - Avoiding any major commitments that would conflict with the essential responsibilities of this position
 - Devoting an average of 7-10 hours per week to ASWWU Student Senate Business during the academic year
 - 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.
- Promote and manage the ASWWU Student Senate by:
 - Communicating regularly with the student body concerning the decisions and actions of the ASWWU Student Senate
 - Attending at least 1 Associated Students and at least 1 WWU College program event per quarter.
 - Serving as a voting member on a pre-determined committee, including but not limited to the:
 - Academic Coordinating Commission
 - Academic Coordinating Commission Executive Board
 - Academic Fee Committee
 - Center for Community Learning Advisory Board
 - Committee on Undergraduate Education
 - Enrollment Fee Funding Allocation Committee
 - First Year Experience Advisory Committee
 - Scholars Week Steering Committee
 - University Planning and Resource Council
 - University Planning and Resource Council Executive Board
 - Reviewing and nominating student members for:

- AS Academic Affairs Council
- Academic Coordinating Commission
- Academic Honesty Board
- Academic Technology Committee
- Faculty Outstanding Services Award Committee
- Graduate Faculty Governance Council
- Learning Commons Advisory Board
- Peter J. Elich Excellence in Teaching Award Committee
- Robert T. Kleinknecht Excellence in Teaching Award Committee
- Senate Library Committee
- Student Academic Grievance Board
- Student Technology Fee Committee
- Teacher Curricula and Certification Council
- Other committees, as needed or assigned.

POSITION RESPONSIBILITIES

- Serve the Students of Western Washington University by:
 - Representing the interests of WWU students on all issues that come before the ASWWU Student Senate.
 - Serving as a spokesperson of their constituency to the ASWWU Student Senate
 - Regularly communicating with the Senate President about the needs of their College.
 - Giving a regular report to the ASWWU Student Senate of all committee meeting notes and minutes.
 - Establishing and maintaining open communication with constituents, as needed by email or by appointment.
 - Attending all assigned or delegated committee meetings, as per request of the Senate President or Vice Chair.
 - Meeting once a quarter with the Student Representation and Governance Advisor.
 - Investigating and bringing attention to all Code of Conduct violations against AS Executive Board members and Student Senators, and working with the Student Senate and the Assistant Director for Student Responsibility and Governance to develop a consequence.
- Serve Fairhaven College's faculty and staff by:
 - Meeting with the Fairhaven Dean regularly to conduct research and develop a report on student concerns.
 - Providing aid for the College staff when needed.
 - Participating in appointed committees or College meetings.
 - Increasing publicity and visibility of the College and the College's academics.
 - Voice student opinions and give student input on College workings.
- Serve the Students of Fairhaven College by:

- Lead and manage the Forum, a regularly occurrent space for students to communicate their needs to the Senators.
- Manage the Fairhaven College's Canvas page.
- Engaging students in Fairhaven events and opportunities.
- Communicate the needs and opinions of students to Fairhaven faculty and staff.
- Meet with students and work to resolve their concerns.
- Be visible to students as their representative.
- Serve the ASWWU Student Senate by:
 - Understanding the functionality of the ASWWU Student Senate.
 - Attending all required or urgent Student Senate meetings, as mentioned or assigned by the Senate President and the Vice Chair.
 - Helping coordinate events as designated by the Senate President or Vice Chair.
 - Submitting necessary documents for presentation to the Student Senate 48 hours prior to an ASWWU Student Senate meeting, to the Senate President
 - Attending bi-weekly meetings, pursuant to Article V, Section A of the Student Senate by-laws.

PREFERRED QUALIFICATIONS

- Leadership experience.
- Working knowledge of the general operations of the Associated Students.
- Working knowledge of Fairhaven College's operations and structure.
- Conflict management skills.
- Strong organizational and time management skills.
- A strong ability to communicate effectively and clearly.
- Experience working as a member of a team.
- Working knowledge of the University governance and organizational systems.
- Ability to think holistically and strategically about complex issues.
- A self-starter for projects and work.
- Critical thinking and problem-solving skills
- Ability to facilitate group decision-making processes.
- Ability to complete entire term of position.

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 and for the consecutive Fall, Winter, and Spring Quarters after the election.
- Have completed 3 quarters of college work.
- Maintain good academic standing in Fairhaven and the wider university.
- At the time of hiring, be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position.