

<b>Job title</b>	<i>ASWSU Global Legislative Liaison</i>
<b>Hours</b>	<i>Minimum of 12 hours per week, maximum of 18 hours per week.</i>

### **Job purpose**

ASWSU Global serves as a representative body and voice between students and the faculty, staff, administration and the Washington State University community. ASWSUG's mission is to develop and maintain a supportive leadership organization while advocating for Washington State University Global Campus students and their unique needs and interests; design and facilitate events and informational services to all students; and provide opportunities for students to achieve fuller participation in our campus community through student involvement activities.

The ASWSU Global Legislative Liaison serves as the student lobbyist and liaison for the needs of the entire Global Campus student body to local, state, national, community groups and within the Washington State University System.

### **Duties and responsibilities**

- Serve as the legislative representative of ASWSUG students at the local, state, and national level via lobbying efforts.
- Serve as the association's lobbyist in Olympia during legislative session.
- Establish and maintain relationships with elected officials and other government officials as to allow for the proper articulation of the association's legislative message.
- Submit a proposed legislative agenda to the ASWSUG President, Vice President, and Senate.
- Complete other duties related to legislative affairs and/or as assigned by the ASWSUG President and Vice President.
- Work alongside WSU campus-wide administrators with the goals of furthering WSU student interests in the state legislature.
- Continually research and maintain knowledge of WSU Global student interests.
- Uphold and honor the Washington State University and ASWSUG Mission Statements while serving as the ASWSUG Director of Government Relations.

### **Qualifications**

- Must be able to travel to attend events and other meetings each semester.
- Must be able to travel and lobby in Olympia during the 2022 legislative session and other meetings throughout the year.
- Must display experience in government and legislative affairs or willingness to train and learn.
- Must be an S&A fee paying enrolled Global Campus student.
- Must demonstrate experience working and collaborating virtually.
- Must be in good academic standing (minimum cumulative GPA of 2.5 at time of hire and for each semester while employed)
- Must have a demonstrated interest in student leadership.
- A flexible schedule will be essential due to meeting schedules and event/program schedules during the academic year.
- Availability to start in late April.
- In good disciplinary standing with the University when appointed and for the duration of the employment period.
- Must be able to commit to a term until May 2022.
- Excellent communication and interpersonal skills

- Time management skills
- Self-starter

### **Position Description**

#### **ASWSU Global Campus Engagement**

- Must file all necessary lobbyist paperwork with the Public Disclosure Commission, pursuant to the Washington State Law.
- Must also file monthly lobbying reports with the Public Disclosure Commission.
- Prepare and present reports for all ASWSUG Executive Board meetings.
- Prepare detailed reports regularly during Legislative Session to the ASWSUG President and Vice President.
- Check-in weekly with the ASWSUG President and Vice President or more as requested.
- Inform the Associated Student Body of current legislative interests via ASWSUG President as well as ASWSUG Executive Meetings.
- Perform any duties as assigned by the ASWSUG President and Vice President.
- Work on voter registration efforts, such as Cougs Vote.
- Organize recruitment and training of Global students for Coug Day at the Capitol.

#### **Student Government Council Participation**

- Attend all Student Government Council & SGC Legislative Affairs Committee meetings.
- Read and understand all the Student Government Council Bylaws and Constitution.
- Communicate & coordinate frequently with the other WSU campus DoLA's (Pullman, Vancouver, GPSA, Tri-Cities, Spokane & Everett).
- Act as a liaison for the SGC Legislative Affairs Committee.
- Assist in the organization of Coug Day at the Capitol in conjunction with the SGC Legislative Committee.

#### **Washington Student Association Participation**

- May represent ASWSUG as a student representative on the Washington Student Association at General Assembly and Board of Directors meetings.
- Serve as a voting member on the Washington Student Association and vote on legislative items specific to the WSA.
- May coordinate lobbying activity as a participant of the WSA legislative liaison program and ASWSUG for any legislative items that co-exist on both legislative agendas.