

Job title	<i>ASWSU Global Director of Academic Affairs</i>
Hours	<i>Minimum 10 hours per week, Maximum 15 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 Director of Academic Affairs will handle advocacy and other efforts related to academic affairs. This includes chairing the advocacy committee, advocating for student interests, working with administration and faculty/staff to further students' academic interests.

Duties and responsibilities

- Be responsible for advocating and representing students at meetings and with faculty/staff.
- Collect student feedback and create plans to address student needs/concerns as it applied to academics and faculty.
- Actively work on identifying and working on solutions for issues related to academic and student life.
- Support programs of other ASWSUG Executive Board members.
- Assist in development and coordination of student leader training.
- Proactively work on student policies and concerns that do not necessarily fall into the categories of the other board members.
- Attend faculty related meetings. Please make sure to stay in contact with the chair of the faculty senate.
- Performs other duties of a similar nature or level.

Position Description

Campus & Community Engagement

- Represent and advocate for the needs of the Global campus student body to faculty, staff, and administration.
- Organize and facilitate regular campus outreach events regarding student issues and concerns through surveys and student town hall meetings with Director of Diversity.
- Serve as representative for academic affairs to university and campus administration.
- Work closely with other campus academic affairs senators.
- Actively work on student retention efforts.
- Review actions of the faculty senate and other university committees and provide updates to the Executive Board.
- Be knowledgeable of activities in academic areas not covered by university committees.
- Promote surveys and town halls through social media and campus newsletter in coordination with Director of Student Events and Director of Communications.
- Work with other directors to facilitate student success initiatives such as workshops.

Meeting Management & Committee Participation

- Attend all Executive Board meetings.
- Meet with the President/Vice President following faculty senate meeting to review discussion.

- Provide reports at each executive board meeting.
- Chair Executive Board meetings in the absence of the President and Vice President.
- Attend committee meetings at least once each semester per committee.

Other

- Serve on committees on/off campus as appointed or requested by the ASWSUG President/Vice President.
- Always represent ASWSUG in a positive and professional manner.
- Uphold and honor the ASWSUG Mission and Vision Statements.

Qualifications

- Must be able to travel to attend events and other meetings each semester.
 - 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
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