

**Job title:** *ASWSU Global Director of Academic Affairs*

**Hours:** *Minimum of 10 hours; Maximum of 15 hours a week*

### **ASWSU Global Mission and Values**

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Our mission is to develop and maintain a supportive leadership organization by serving as advocates for the WSU Global Campus degree-seeking students and their unique non-academic needs and interests through online promotion, WSU employee engagement, and ASWSUG resources.

It's our vision to advocate for and enrich the online learning experience of students located around the world. We provide the vibrant and thriving online Cougar community with in-person and virtual, social and personal enrichment events, students outreach opportunities, academic support services like financial grants, scholarships, and much more.

### **Job Description**

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The Director of Academic Affairs will handle advocacy and other efforts related to academic affairs. This includes advocating for student interests and working with administration and faculty/staff to further students' academic interests.

### **Duties and responsibilities**

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- Be responsible for advocating and representing students and their academic needs at meetings and with faculty/staff.
- Collect student feedback and create plans to address student needs and concerns as it applies to academics and faculty.
- Actively and proactively work on identifying and executing solutions related to academic and student life and student policies, concerns, and retention efforts, including those issues not necessarily covered by other board members' duties.
- Serve as the liaison to the faculty senate to assist with their goals and directives, while maintaining good communications with the Chair.
- Organize and facilitate regular campus outreach events regarding student issues and concerns through surveys and in person or virtual student feedback sessions.
- Serve as the ASWSU Global representative at meetings and to university and campus administration, when appointed by the President and Vice President.
- Work closely with Global campus advisors and promote the needs and concerns of students when appropriate.
- Actively work on student retention efforts.
- Actively and proactively reach out and respond to students with academic questions in the ASWSU Global Discord server or as requested by other Directors.
- Report back to the Executive Board about the Faculty Senate, and other university committees you are invited to be involved with.
- Be knowledgeable or aware of most activities in academic areas within the Global campus and throughout the WSU system.
- Maintain open channels of communication with all students, Directors, and advisors.
- Attend all ASWSU Global sponsored events either in-person or virtual.



## **Campus & Community Engagement**

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- Communicate with President and Vice President about student comments and concerns that come to your attention pertaining to WSU Global campus.
- Collect and compile meeting agenda materials to be published on all ASWSU Global's platforms in accordance with the Open Public Meetings Act.
- Create submissions to the WSU Global newsletter highlighting ASWSU Global's work to date, projects in progress, and upcoming events, regularly.
- Always represent WSU Global Campus in a positive and professional manner, both on and off campus, while serving as the ASWSU Global Director of Academic Affairs.
- Uphold and honor the Washington State University and ASWSU Global Mission Statements while serving as the ASWSU Global Director of Academic Affairs.

## **Meeting Management & Committee Participation**

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- Attend all ASWSU Global Executive Board meetings and events, unless previously approved.
- Adhere to all time requirements pertaining to office hours as specified in the Bylaws
- Provide concise Director report at each Executive Board meeting.
- Meet with President/Vice President on a monthly basis, or more when requested.
- Serve on committees within or outside of ASWSU Global, as appointed or requested by the President/Vice President.

## **Qualifications**

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- Currently enrolled S&A fee paying Global Campus student.
- Able to work and collaborate virtually, with minimal technical difficulties within reason.
- Maintain good academic and disciplinary standing with Washington State University for the duration of the term.
- Able to commit to a full term from April 2022 through May 2023.
- Willing to travel to in-person events and meetings.
- Possesses knowledge of leading and developing a team and maintaining relationships with leaders.
- Possesses excellent time management, communication, and interpersonal skills.
- Exhibits student leadership through the servant leadership model.
- Willing to be flexible with time commitments while maintaining a self-starter attitude.

