

**Job title:** ASWSU Global Director of Communications and Compliance

**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 Communication and Compliance will help ensure ASWSU Global programs and initiatives are transparent. They are responsible for overseeing external communication via [www.online.wsu/aswsug](http://www.online.wsu/aswsug) to students, the campus community, and the WSU System as directed by Washington State law.

### **Duties and responsibilities**

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- Must become familiar with and enforce the Open Public Meeting Act for ASWSU Global. <https://app.leg.wa.gov/rcw/default.aspx?cite=42.30>
- Create executive board agendas and meeting minutes, in accordance with the Open Public Meetings Act.
- Oversees and promptly updates ASWSU Global's web page and maintains Executive Board meeting minutes on Presence.
- Aides in the promotion of ASWSU Global events, projects, and initiatives within their communication channels.
- Assist in promotion of open student leader positions and student engagement opportunities in conjunction with the Director of Promotions
- 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 platforms in accordance with the Open Public Meetings Act.
- Always represent WSU Global Campus in a positive and professional manner, both on and off campus, while serving as the ASWSU Global Director of Communications and Compliance.
- Uphold and honor the Washington State University and ASWSU Global Mission Statements while serving as the ASWSU Global Director of Communications and Compliance.



## **Meeting Management & Committee Participation**

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- Attend all ASWSU Global Executive Board meetings and events, unless previously approved.
- Prepare official notes for all ASWSU Global Executive Board Meetings. Responsible for obtaining accurate information for proper reporting in the event of your absence.
- 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 frequently when requested.
- Serve on committees within or outside of ASWSU Global, as appointed or as 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 stand 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.

