

<b>Job title</b>	<i>ASWSU Global Director of Communications and Compliance</i>
<b>Hours</b>	<i>Minimum of 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 Communication and Compliance will ensure ASWSUG, and its programs and initiatives are visible and are responsible for overseeing all external communication to students, the campus community, and the WSU System.

### **Duties and responsibilities**

- Promote all ASWSUG events and initiatives through websites and email communication to students.
- Prepare and maintain all communication between ASWSUG and Global campus administration.
- Create agendas and meeting minutes, in accordance with the Open Public Meetings Act.
- Aides in the promotion of student surveys and coordinates with Directors to create feedback reports.
- Assist in development and coordination of student leader training as well as promotion of open student leader positions.
- Work with all Directors to promote and market ASWSUG programs and events.
- Must review and become familiar with the Open Public Meeting Act <https://app.leg.wa.gov/rcw/default.aspx?cite=42.30>

### **Position Description**

#### **Campus & Community Engagement**

- Communicate important information (i.e., suggestions, proposals, objectives, events, updates, and the ASWSUG mission and goals) to the WSU Global student body by creating, distributing and maintaining all information collected from sources across and beyond Global campus.
- Update and publicize events and information via the ASWSUG web page, email, Presence engagement platform in conjunction with the Director of Student Events.
- Collect and compile meeting agenda materials to be published on all ASWSUG platforms in accordance with the Open Public Meetings Act.
- Create and distribute an ASWSUG newsletter highlighting work to date, projects in progress and upcoming events to students on a regular basis.

#### **Meeting Management & Committee Participation**

- Attend all Executive Board meetings and coordinate who will take notes at each committee meeting.
- Work closely with Director of Student Events to promote upcoming events.
- Maintain open channels of communication with all team members.
- Provide Director report at each executive board meeting.
- Meet with President/Vice President on a monthly basis or more when requested.

**Other**

- Serve on committees 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 an S&A fee paying enrolled Global Campus student.
- Can demonstrate ability to work and collaborate virtually.
- Must be in good academic standing.
- Must be able to commit to a term until the end of May 2022.
- Must be in good disciplinary standing with the University when appointed and for the duration of the employment period.
- Ability to travel and attend events a few times each semester.
- Demonstrate prior experience in time management.
- Demonstrate interest in student leadership with a servant leadership model.
- A flexible schedule is necessary for this position due to events and program schedules.
- Availability to start in late April/early May.
- Ability to maintain personal boundaries.
- Excellent communication and interpersonal skills.
- Ability to be a self-starter.