

<b>Job title</b>	<i>ASWSU Global Director of Resources</i>
<b>Hours</b>	<i>Minimum of 10 hours per week, maximum of 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 Resources main function is to process reimbursement requests from students and to promote the variety of resources that ASWSUG offers its students. If you are not familiar with reimbursements, visit our webpage to learn more.

<https://online.wsu.edu/aswsug/reimbursements/>

### **Duties and responsibilities**

- Chair, promote and recruit for the Resource Committee meetings, events and initiatives.
- Create and carry out student resource programs, including but not limited to, reimbursements, direct services, resource guides, etc.
- Ensure programs of other ASWSUG Executive Board members are accessible to and in line with student needs.
- Assist in the development and coordination of student leader training.
- Aids where needed.

### **Position Description**

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

- Represent and advocate for the needs of the entire ASWSUG student body to faculty, staff, administration, and other WSU campuses.
- Assist Director of Events in organizing and facilitating regular campus outreach events regarding student resource needs and concerns through surveys, student town hall meetings and other efforts.
- Take initiative and action to identify and create student resource opportunities.
- Facilitate student resources, based on demographics and student needs. This includes direct services, education, and reimbursements.
- Work with Director of Events, Director of Academic Affairs and Director of Diversity to create, market and publicize student resources and assistance services.

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

- Attend all Executive Board meetings.
- Meet with the President and Vice President once per month or more as requested.
- Attend ASWSUG committee meetings, at least one of each per semester.
- Provide reports at each Executive Board meeting

#### **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 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
  - Experience using excel, including but not limited to formulas and data sorting.
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