**Job title**  
*ASWSU Global President*

**Hours**  
*Minimum of 18, maximum of 25 hours per week*

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**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 ASWSU Global President serves as the primary representative and advocate for the needs of the entire Global Campus student body to faculty, staff, administration, community groups, and within the Washington State University System. As President, you will be responsible for the success of the organization and direction of your team. It is the duty of the President to make sure your team has the support necessary to succeed and work with the campus administration to move the organizations mission forward.

**Duties and responsibilities**

- Collect student feedback and create plans to address student needs/concerns with Executive Board.
- Organize and manage team in conjunction with Vice President.
- Create team scheduling and office hours plan with Vice President.
- Serve as liaison between ASWSUG and administration.
- Develop recruitment plan for open positions and recruit applicants in accordance with Vice President.
- Assist in development and coordination of quarterly student leader training.
- Keep in regular contact with ASWSU Global Directors as needed to discuss Executive Board business.
- Attend and assist the coordination of annual events as well as other face to face events planned by ASWSUG.
- Attend other meetings, as necessary, to promote WSU Global student body agenda.
- Help facilitate direction towards ASWSUG goals and projects.
- Represent ASWSUG and Global Campus at system-wide events and meetings, such as SGC.

**Position Description**

**Campus & Community Engagement**

- Stay connected with students if an issue arises and assist them with connecting to the right department, faculty or staff member.
- Promote ASWSU Global through establishing relationships at campus and setting up meetings with various administrative staff and executives, i.e., President of the University or Provost.
- While serving as a representative of ASWSU Global, remain professional while connected on social media and in any publications.
- Serve as a member of the Student Government Council and travel to all meetings at the various WSU campuses.
- Prepare reports for the Board of Regents and CDPE administrators as requested.

**Meeting Management & Committee Participation**

- Attend at least 80% of all Executive Board meetings and events.
• Prepare President’s reports for all Executive Board meetings.
• Attend Board of Regent meetings, become knowledgeable on Board of Trustees functions, report on the status of student programs to the Chancellor and the Board of Trustees, and report back to the Executive Board
• When requested, serve on committees and organizations of administration, faculty, and staff or appoint a designee from the Executive Board to serve.
• Attend at least 80% of committee meetings per semester.
• Meet weekly with the Advisors and Vice President
• Meet Quarterly with the Chancellor
• Meet individually with each director at least once per month or when requested.

Other
• Assign projects and delegate tasks to the Executive Board officers as you see fit.
• Assist Executive Board members to ensure all projects and delegated tasks are completed efficiently.
• Work with the Executive Board and advisors to promote the development of trainings, retreats, policy strategy, goals, and objectives
• In the event of an Executive Board vacancy, appoint a temporary officer until a new individual is selected to fill the position by yourself and the Executive Board.
• Assist the advisor and Vice President with student leader recruitment efforts.
• Maintain eighteen (18) hours of work per week while ensuring that all work is completed.
• Publicly post a minimum of three (3) hours of open time for office hours per week.
• Represent WSU Global Campus in a positive and professional manner at all times, both on and off campus, while serving as the ASWSUG President
• Uphold and honor the Washington State University and ASWSUG Mission Statements while serving as the ASWSUG President.

Qualifications
• Must be an S&A fee paying enrolled Global Campus student.
• Must 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.
• Must be able to travel and attend events/meetings a few times each semester.
• Must demonstrate knowledge of leading a team and working with leaders.
• 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.
• Ability to maintain personal boundaries.
• Excellent communication and interpersonal skills.
• Ability to be a self-starter