**Job title**  
ASWSU Global Vice President

**Hours**  
Minimum of 15, maximum of 24 hours per week

**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 Vice President serves as the immediate representative and facilitator of the Executive Board and its committees, goals, and projects. Also acts on behalf of the ASWSUG President in absence of the President.

**Duties and responsibilities**

- Collect student feedback and create plans to address student needs/concerns with Executive Board.
- Develop recruitment plan in accordance with President for open positions and recruit applicants.
- 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.
- Facilitate direction towards ASWSUG goals and projects.
- Directly oversee the Executive Board.
- Preside over Executive Board meetings.
- Coordinate and schedule office hours in Team Shifts for all directors.

**Position Description**

**Campus & Community Engagement**

- 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.
- Stay connected with students if an issue arises and assist them with connecting to the right department, faculty or staff member.

**Meeting Management & Committee Participation**

- Preside over ASWSUG Executive Board meetings in absence of the President or when requested.
- Attend at least 80% of all Executive Board Meetings and Events.
- Attend 80% of committee meetings per semester.
- Meet weekly with the President.
- Meet with each director at least once per month or when requested.

**Other**

- Assign projects and delegate tasks to the Executive Board Directors 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.
• Fulfill the duties of the ASWSUG President in the event of the absence, resignation, or forfeiture of the ASWSUG President from office.
• Assist the President with updates and awareness of the Student Organization Handbook
• Assist the President with the development and implementation of student organization and advisor trainings throughout the year.
• Oversees director positions and ensures compliance.
• Work to improve processes of executive board with the President.
• Assist the Advisor and President with student leader recruitment efforts.
• Maintain fifteen (15) 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, while serving as the ASWSUG Vice-President
• Uphold and honor the Washington State University and ASWSUG Mission Statements while serving as the ASWSUG Vice-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 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 per semester.
• Must demonstrate knowledge of leading a team and working with leaders.
• Demonstrate 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 profession boundaries.
• Excellent communication and interpersonal skills.
• Ability to be a self-starter.