

Job title: *ASWSU Global Vice President*

Hours: *Average of 18 hours per week*

ASWSU Global Mission and Values

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

The ASWSU Global Vice President serves as the secondary 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 Vice President, in conjunction with the President, you will be responsible for the direction of your team and success of the organization. It is the duty of the Vice President to develop the relationships between the Directors, guide their direction, and facilitate the execution of projects to fulfill the organization's mission.

Duties and responsibilities

- Be receptive to student feedback and create plans to address student needs/concerns with Executive Board.
- Organize and manage team in conjunction with President.
- Develop recruitment plan for open positions and recruit applicants in conjunction with the President.
- Assist in the execution of Executive Board professional training and compliance.
- Have timely communications with all ASWSU Global Directors about Director initiatives, projects, and concerns.
- Assist and drive the implementation of ASWSU Global events, goals, and projects.
- Coordinate and schedule office hours for all Directors.
- Manage all internal affairs within ASWSU Global Directors and communicate to the President and advisors as needed.

Campus & Community Engagement

- Follow through with students if an issue arises and assist them by connecting them to the right department, faculty /staff member, or ASWSU Global Director.
- Represent WSU Global Campus in a positive and professional manner at all times, both on and off campus, while serving as the ASWSUG Global Vice President.
- Serve as a member of the Student Government Council and actively participate in all meetings.
- Be willing to advocate for students needs and able to assist any Global Campus staff or administration in the absence of the President.



Meeting Management & Committee Participation

- Attend all Executive Board meetings and events, unless previously approved.
- Prepare Vice President's report for all Executive Board meetings.
- Preside over ASWSU Global Executive Board meetings in the absence of the President, or when requested.
- Adhere to all the time requirements pertaining to office hours as specified in the Bylaws.
- Meet weekly with the President, and Advisors as needed.
- Meet with each Director, in conjunction with the President, at least once per month or as requested.

Other

- Assign projects and delegate tasks to the appropriate Executive Board Directors.
- Ensure all projects and delegated tasks are completed efficiently.
- In the event of an Executive Board vacancy, delegate responsibilities until a new individual is appointed to the position.
- Work to improve processes of Executive Board with the President.
- Assist student leader recruitment in conjunction with the President and Advisors.
- Complete an average of eighteen (18) hours of quality work per week while maintaining requirements and deadlines.
- Uphold and honor the Washington State University and ASWSUG Mission Statements while serving as the ASWSU Global Vice President.

Qualifications

- Currently enrolled S&A fee paying Global Campus student.
- Able to work and collaborate virtually.
- 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.

