



# Western Washington University

## Student Senate President Position Description 2024-25

### About the Program & Position

The Associated Student Government at Western is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the AS Executive Board and the AS Senate.

The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

The Student Senate represents student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College advocate for students within their respective colleges, while four At-Large Senators represent all WWU students. Student Senators represent student interests by serving on relevant academic committees, making decisions in Senate meetings, and pursuing projects that align with their constituents' priorities and values.

The Student Senate President is the chair of the student senate and serves as the primary liaison between the Student Senate and the AS Executive Board. This is an elected position charged with serving all WWU students. The President is responsible for representing students, leading the Student Senate, and working with the Executive Board. The Senate President is also responsible for communicating with university faculty on behalf of students and assisting students in their communication with faculty.

### Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. The Student Senate President can work up to 25 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

### Required Qualifications

Candidates/Senators must:

- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

### Preferred Qualifications

- Leadership experience.
- Conflict resolution skills and experience.
- Strong commitment to Accessibility, Diversity, Equity, and Inclusion practices.
- Working knowledge of the general operations of the Associated Students.

- Critical thinking skills.
- Previous council, committee, or government experience at Western Washington University.
- Knowledge of the University governance system.
- Knowledge of local, state, and national legislative systems.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively with a wide variety of groups.
- A working knowledge of the University governance and organizational systems.
- Experience working in groups or as a member of a team.
- Experience in group leadership/management.
- Ability to balance multiple projects at one time.

## Position Responsibilities

Represent the interests of the student body of Western Washington University by:

- Establishing and maintaining at least five publicly posted office hours per work week (Monday-Friday) to be available to constituents.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations, or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
- Representing the interests of WWU students on all issues that come before the ASWWU Student Senate.
- Seeking and facilitating opportunities for student representation in University-wide decisions.

Ensure the effectiveness of the ASWWU Student Senate Operations by:

- Convening and presiding over all meetings of the ASWWU Student Senate.
- Writing and approving all agendas and documents for ASWWU Student Senate meetings.
- Working with the Advisor to plan & facilitate all ASWWU Student Senate retreats, meetings, and work sessions.
- Serving as the spokesperson of the ASWWU Student Senate.
- Meeting regularly with the designated Advisor.
- Avoiding any major commitments that would conflict with the essential responsibilities of this position such as study abroad.
- Identifying short- and long-term strategic goals for the Student Senate.
- Communicating goals with the Student Senate, Advisor, and relevant collaborators.
- Ensure vacant positions that arise after the election are filled.

Ensure the effectiveness of University, Associate Students, and Departmental Committees by:

- Reviewing and nominating student appointees to serve on committees under position purview.
- Communicate with students and chairs of committees under position purview.
- Ensuring the appointment for all vacant student senator positions in standing committees.

Collaborate with other University Organizations by:

- Regularly communicating with WWU Administration, including the University President, Vice President for Enrollment and Student Services, and the Dean of Students.
- Pursuing communication with relevant University Administration and offices on topics of interest to the Student Senate and constituents.
- Communicate regularly with the AS Executive Board President.
- Attending Western Washington Board of Trustees meetings as a recurring invitee.
- Serving on the following committees:
  - Faculty Senate
  - Finance Council
  - ASWWU Governance Conference Committee

- Ensure student representation on the relevant committees, including:
  - Student Tech Fee
  - University Planning and Resources Committee
  - Academic Coordination Committee
  - Additional committees as necessary

## **Pay Rate**

Estimated starting rate for AS Student Senators (2024-2025) is \$20.85/hour

**Administrative Note:** Exact wage and total hours per week are subject to change pending final approval of AS Budget. The contents of this position description may change during the term of appointment due to an ongoing collective bargaining process.

This position is exempt from civil services rules per WAC 357-04-040

