

Off-Campus Senator

8 months

32 hours/month

Minimum wage

An Off-Campus Senator shall:

- a. Via phone, newsletters, email and in-person visits, actively solicit opinions from students regarding the current issues, problems, and concerns that affect them both on and off-campus.
- b. Provide weekly feedback to the Assembly, faculty, staff and administration regarding issues and concerns of students
- c. Promote the position of Representative(s) to increase the number of qualified candidates.
- d. Collaborate with Representatives to find creative solutions to challenges specific to the community.
- e. Through a weekly newsletter, provide information to students regarding policies and issues currently under consideration by students, staff, and the faculty and administration, and provide information on upcoming campus and events
- f. Publicize events on the HUB bulletin boards, e-mail, mail, telephone, reader board, paper, radio, etc.
- g. Organize at least one event per month that cater specifically to the needs and interests of the community
- h. Become well informed on the policies and procedures that govern the college to insure that student issues, needs, and concerns are being addressed
- i. In coordination with the President of ASWU and the Vice President of Student Life, work to address Title IX concerns as they pertain specifically to the community
- j. As a voting member on the Assembly, insure that all constituencies of the campus (i.e. , minority, majority, non-traditional, physically impaired, and international students) are well represented and informed
- k. Attend and help plan new student orientation events
- l. Maintain 2 hours of well-publicized office hours in his/her office, or another highly accessible area to students who seek your representation. Also use this office time to contact students to get their input on policies/issues in ASWU or to inform them of Whitworth events
- m. Attend and actively participate in all weekly meetings of the Assembly
- n. Enroll in the fall and spring GE 330 leadership class
- o. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester
- p. Serve on at least one committee approved by ASWU

The senator shall possess the following qualifications:

- a. Effective communication skills
- b. The ability to run both large and small group meetings
- c. The ability to listen, understand, integrate, and report back the ideas and concerns of constituents to the senator and the Assembly
- d. The ability to sell ideas, programs, and involvement opportunities to the students
- e. Organizational and time management skills
- f. The ability to relate to all members of a diverse student population
- g. The ability to motivate, delegate, and follow-up with constituents on committees and task forces
- h. A true desire and ability to keep constituents involved and informed on a weekly basis through phone calls, meetings, newsletters, posters, calendars, etc.
- i. Marked interest in the policies, procedures, and operations of ASWU, Whitworth University, and the Spokane community as a whole
- j. Self-motivated, self-starter that can work without a lot of direct supervision
- k. Eagerness to collaborate with the Off-campus Representative(s) to find creative solutions to challenges specific to the community
- l. Demonstrate accountability and reliability in working toward the completion of job responsibilities.
- m. The ability and desire to work closely with other leadership positions
- n. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester