

WHITWORTH UNIVERSITY

Associated Students of Whitworth University

ELECTION INFORMATION – FALL 2015

A.S.W.U.



We the Associated Students of Whitworth University commit to attentive representation of our dynamic student body. Collectively and individually, we will provide effective leadership by bringing together the student voice and the broader institution in ways that foster new ideas, affirm holistic diversity, and facilitate change. Our purpose as leaders will be service and accessibility, keeping us accountable to our community, while faithfully upholding the Whitworth mission.

Associated Students of Whitworth University

HIRING INFORMATION

Dear Prospective ASWU Leader,

We welcome you to this opportunity to apply for an elected position within the student government at Whitworth University. During last year's Spring election, many of the current ASWU positions were determined, but the Fall elections fill the remaining seats available in ASWU, including all representatives and the Warren Senator. Each position within ASWU is unique and requires a different set of skills and experiences. Though some positions are community specific, you will ultimately serve the entire student body as a leader in student government, so we ask that you have great listening skills to hear the desires and concerns of your fellow students and great organizational skills to implement the programs and policies that will meet these desires and needs.

Before you begin completing your application, take time to read all of the enclosed materials within the hiring packet. Give special attention to the enclosed timeline. **Applications will be due by Friday, September 25th.** If you have questions regarding any position, please refer to the FAQ document included in this packet or contact me. I look forward to seeing you involved in the hiring process.

Sincerely,

Chase Weholt | ASWU Executive Vice President
Student Elections Committee Chairman
Email: cweholt17@my.whitworth.edu
Office: 509.777.4556

Application Instructions

1. Get a job description packet at the ASWU desk upstairs in the HUB. A PDF of the job descriptions can also be accessed on the ASWU website (whitworthaswu.com) under "General Info". Look over the general qualifications and requirements in both this packet and the specific job description you're applying for.
2. The ASWU application can be accessed on the ASWU website (whitworthaswu.com) under "Apply to Leadership".
3. Complete the ASWU Application on-line before **Friday, September 24th, at 5pm.** (**Your references can't submit a recommendation for you until your application is submitted, so don't wait until the last day.**)
You will also be expected to submit a professional résumé and cover letter as part of the application process. The quality of your application, resume and cover letter is highly valued; poorly written materials will affect your candidacy. For additional resources regarding résumés and cover letters visit Career Services.

Please note: You must complete and submit the ASWU application before a reference may submit a recommendation for you.

4. At the completion of your application, there will be an on-line prompt for you to provide the names and email addresses for the request of a recommendation. Please have the following **three individuals** submit a recommendation in order to complete your application. **ON OR BEFORE FRIDAY, September 24th at 5pm.**
 - A faculty/staff member
 - A current student leader
 - A current or past employer

It is your responsibility to ensure all recommendations have been completed and submitted by the date above. Any missing documents may result in your ineligibility from the hiring process.

5. You may continuously check the status of your application by accessing the following link on Whitworth's homepage: (<http://www.whitworth.edu/administration/studentlife/index.htm>). For further information, please refer to the Timeline and FAQ in the following pages of the packet. Job descriptions are separate documents and depend on which position you're applying for.

QUALIFICATIONS AND REQUIREMENTS

The following positions are available for election: Arend Representative, BJ Representative, Stewville Representative, Oliver Representative, Duvall Representative, Warren Representative, 2 Off-Campus Representatives, and Warren Senator.

POSITION DATA: All hired/elected ASWU leaders are required to attend the new student leadership training on **October 4th, 2015 from 2 p.m. - 5 p.m.** Employment begins **October 1st, 2015** and will end after finals in May, 2016. Students absent for Jan Term will not get compensated during this month. All ASWU leaders will be required to attend the weekly ASWU Assembly meeting on Wednesdays from 5-6:30 pm and the weekly one unit Leadership class (GE-330) on Tuesdays and Thursdays at 11:45am. (Students required to register for this class. If classes overlap, please contact the Executive Vice President.)

QUALIFICATIONS:

- A. Full time undergraduate Whitworth student in good standing. (Graduating seniors can drop below 12 credits only during their spring semester).
- B. Minimum cumulative GPA 2.5.
- C. A minimum of outside time commitments, making certain there are no conflicts with scheduled orientation and training sessions, weekly team meetings, GE 330, and work responsibilities. All are required.
- D. Good relational, interactive, communication and programming skills with a desire to strengthen each.
- E. Personal integrity and maturity on and off-campus.
- F. A desire to develop leadership skills and to grow both personally and professionally.
- G. The ability to create innovative programs with a minimal amount of guidance and supervision, and can deal with ambiguity.

TIMELINE:

<u>DATE</u>	<u>EVENT</u>	<u>PLACE</u>	<u>TIME</u>
Saturday, September 5	Welcome Fair	HUB	8:30 a.m. – 2 p.m.
Friday, September 11	Application Available	ASWU Website	9am
Monday, September 14	Mandatory Elections Meeting	ASWU Chambers in HUB	9:30 pm
Friday, September 25	All Applications/References Due	ASWU Website	By 5 pm
Saturday, September 26	Primary Campaigning Begins		8 a.m.
Sunday, September 27	Primary Campaigning Ends		11:59 p.m.
Monday, September 28	Primary Election Vote		8 a.m. - 10 p.m.
Tuesday, September 29	General Campaigning Begins		8 a.m.
Tuesday, September 29	General Campaigning Ends		11:59 p.m.
Wednesday, September 30	General Election Vote		8 a.m.- 10 p.m.
Thursday, October 1	Run-Off Election (If Needed)		8 a.m.- 10 p.m.
Sunday, October 4	Mandatory Leadership Training	ASWU Chambers in HUB	2 p.m. - 5p.m.

FREQUENTLY ASKED QUESTIONS ABOUT BEING INVOLVED IN ASWU

What does ASWU as an organization do?

- The voice of the student body to campus academic, administrative and student constituencies.
- Serve and represent the student body on all issues and concerns.
- Inform students of events and issues on campus.
- Plan events and activities for students.
- Meet weekly to discuss and coordinate issues and events.
- Responsible for distributing student body funds.

What do leaders in ASWU need to do the job well?

- Understand the importance of listening to community needs and reporting them to appropriate university departments.
- Be responsible in following through and meeting deadlines.

- Have integrity on and off campus.
- Be organized and able to sell an idea.
- Be genuine and authentic in voicing ideas and opinions.
- Understand the responsibility in representing constituents' voices.

Expectations and Responsibilities

Who will I work with?

The three executive officers are the students who are in charge of ASWU. The President runs the meetings, the financial vice president keeps track of finances and the budget, and the executive vice president is responsible for all human resources within the organization. Dayna Coleman Jones, the assistant dean of students, advises the organization and Linda Yochum is ASWU's bookkeeper and administrative assistant. You will have the opportunity to work with many different types of people. You will work closely with your resident leadership team if you're a senator or representative. This leadership team brings together ASWU, Cultural Diversity Advocates, Resident Assistants, and Small Group Coordinators to meet the needs of the dorm or off-campus population. All ASWU leaders work directly with the campus population of students, faculty and staff to create the best living/learning environment possible.

Why do I have to have a 2.5 minimum GPA?

This is *student* government. Your first priority is to be a good student. That is why you are at Whitworth. A minimum GPA requirement has been established to ensure that you succeed as a student. Any term below a 2.5 will result in either the student leader being placed on probation or being terminated from their leadership position.

Are there other expectations for ASWU Leaders?

ASWU Leaders are expected to be role models that are actively engaged in all curricular and extra-curricular activities at Whitworth and who consistently follow all University policies. As student leaders, you are held to a higher behavioral standard and you can be dismissed for not performing the duties of the position at an adequate level; for violating Whitworth's behavioral expectations for students; or for off-campus behavior that is a violation of the law or that negatively affects the ability of the ASWU leader to effectively do his / her job.

How and when do I get paid?

The stipend is direct-deposited into your checking account and is set up with the Payroll Office in the beginning of Fall Term. Pay periods are generally every two weeks.

Training and Work Schedule

What type of training is provided?

On Sunday, October 4th, there will be a mandatory training session in the ASWU chambers for all newly elected members, facilitated by the ASWU executive board. After this meeting, you will receive on the job training for the remainder of the year. See information regarding GE330 below.

What is GE 330?

GE 330 is a one credit leadership class that meets once a week both fall and spring semester that all student leaders are required to take. It does not count as overflow credit. In other words, if you are maxed at 17 credits, this additional credit will *not* result in overflow costs. This class will continue your on-the-job training and also give you leadership skills and additional information on how to do your job effectively.

What is a "one-on-one"?

In addition to weekly assembly meetings, you will have regular individual meeting with the executive vice president (Chase Weholt) every other week. Your one-on-one will generally last one-half hour to

one hour. This meeting is generally called a “one-on-one” because it provides a private time for you to discuss questions, concerns, and progress regarding your position. In turn, the executive vice president can better encourage and support your work.

General Questions about the Application Process

What do I need to know to run an election?

You will learn all you need to know at the **Mandatory Elections Meeting at 9:30 pm in the ASWU Chambers on September 14th**. DO NOT miss this opportunity to understand the guidelines and get all your questions asked.

What is the difference between the primary and the general voting?

Essentially, there are two voting days. For the primary vote on Monday, September 28th, the ballot will list all accepted applications for each position. The two candidates with the most votes will continue on to the general vote on Wednesday, September 30th, which will determine the winning candidate. There are exceptions to the latter, but more information regarding the voting process and rules will be explained during the election information meeting on Monday, September 14th, at 9:30pm.

Not that many people know me in my dorm or on campus, plus I don't even really understand what ASWU does...

Start attending ASWU Assembly meetings on Wednesday nights at 5pm in ASWU. Use this as an opportunity to meet others, understand firsthand what ASWU does, and become a leader on campus. On the cover page of this packet, ASWU's 2015-2016 mission statement, an important description of our purpose and values, is written on the footer. Do *not* be afraid to run in an election; you might just be surprised!!