



# Residence Hall Senator

## *Associated Students of Whitworth University*

### Job Description:

#### 1. Responsibilities

- a. Effectively maintaining and managing the residence hall budget, while consulting with other members of the leadership team to decide how the money should be spent.
- b. Providing information to hall residents as to the events, policies and issues currently affecting the students (as well as faculty, staff, administration), through weekly newsletters, and also bulletin boards, monthly hall/floor meetings, door-to-door visits, etc., when necessary.
- c. Keeping two regular hours on “primetime” in the residence hall lounge per week, which can be spent participating and/or running the “primetime” activity, asking residents for input on an issue, etc.
- d. Becoming well informed on and discover the rationale behind the policies and procedures that govern the university to insure that student issues, needs, and concerns are being addressed, in areas such as: admissions policies, registrar’s operation, financial aid policies, educational review board, campus investments, intercultural relations, tuition increases, room and board rates, etc.

#### 2. Representing Whitworth students

- a. Actively soliciting opinions from students in the residence hall through constituency reports (on an as-needed basis) regarding the current issues, problems and concerns that affect them on and off campus and in the community and provide weekly feedback to ASWU, faculty, staff and the administration as to the content of these issues and concerns.
- b. Insuring that all constituencies of the residence hall student population (transfer, nontraditional, minority, physically impaired students, etc.) are well represented and informed.

#### 3. Integrating efforts with other leaders

- a. Working in conjunction with one’s residence hall leadership team to coordinate the traditional events of one’s own residence hall (i.e. hall sweatshirts, Mac Hall in Concert, Stewart Lawn Dance, Arend’s Spring Dance, Warren Peace, etc.)
- b. Contributing to the general programming needs of the residence hall leadership team and general community, which includes coordination of the programs listed above, actively assisting another leader on at least one other program per semester, and regularly attending the programs put on by the hall leadership.
- c. Supporting Residence Hall Leadership Teams, and other Assembly members in their cross-campus programming needs by attending said events.

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## 4. Making the following arrangements:

- a. Attend all ASWU Assembly weekly meetings, or make sure a proxy is sent as a replacement. If a proxy is sent, make sure they are adequately educated on necessary information to participate in the meeting. Attend all ASWU committee activities and meetings as assigned by the ASWU executives.
- b. Enroll in fall and spring GE 330 (leadership class).
- c. Attend the spring leadership retreat and fall leadership retreat which begins approximately one week before the commencement of the fall semester.
- d. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- e. Have manageable outside commitments. It is the belief of ASWU that an effective residence hall senator should not be over-committed with other jobs or activities

## Qualifications :

- a. Good communication skills including: being able to run a meeting with both large and small groups, being a good listener to those you are providing service, the ability to understand, integrate, and report back the ideas and concerns of constituents to the president and or assembly, the ability to sell ideas, programs and involvement opportunities to students, and being able to write clearly, and with a flair that makes newsletters, posters, and announcements eye-catching and interesting.
- b. Ability to relate to all members of a diverse student population.
- c. Great organizational and time management skills.
- d. A true desire and ability to keep residents involved and informed on a weekly basis.
- e. Ability to work in a group with other leaders.
- f. Ability to motivate, delegate to and follow up with residents on committees and task forces.
- g. Marked interest in the policies, procedures and operation of ASWU and Whitworth University, and in the Whitworth and Spokane communities as a whole.
- h. Self-motivation; able to do work without direct supervision.
- i. Extreme responsibility, accountability, and reliability in working towards the completion of job responsibilities.

Compensation : 40 hours/month at minimum wage for 8 months



## Questions

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