



Theme House Senator

Associated Students of Whitworth University

Tasks and Responsibilities :

1. Responsibility
 - a. Effectively maintaining and managing the theme house budget, while consulting with other members of the leadership team to decide how the money should be spent.
 - b. Providing information to theme house residents as to the events, policies, and issues currently affecting the students (as well as faculty, staff, administration), through weekly newsletters, and also monthly meetings, door-to-door visits, etc., when necessary.
 - c. Keeping two regular hours attending theme houses programs per week, which can be spent participating and/or running the house program, asking residents for input on an issue, etc.
 - d. Become well informed on and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed, in areas such as: registrar's operation, financial aid policies, educational review board, campus renovations, intercultural relations, tuition increases, room and board rates, etc.
2. Representing Whitworth students
 - a. Actively soliciting opinions from students in the theme houses through constituency reports (on an as-needed basis) regarding the current issues, problems and concerns that affect Theme House students 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. Ensuring that all constituencies of the theme house 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 theme house RAs to coordinate the traditional events of the constituency (i.e. hall sweatshirts, BMac in Concert, Stewart Lawn Dance, Arend's Spring Dance, Warren Peace, etc.).

Theme House Senator

Tasks and Responsibilities Continued :

- b. Contributing to the general programming needs of the theme house leadership team and general community, which includes coordination of the programs listed above, actively assisting other leaders on at least one other program per semester, and regularly attending the programs put on by the RAs/students.
- c. Supporting the RA team as well as other ASWU Assembly members in their cross-campus programming needs by attending said events.
- 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 (as requested by your RD) 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 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.

Theme House Senator

Compensation : 40 hours/month paid for 8 months



Questions

Andrews Boateng | Executive Vice President

Email: aboaeng20@my.whitworth.edu

Cell: 206.235.2032