



Administrative Assistant

Associated Students of Whitworth University

Tasks and Responsibilities :

- a. Arrive one-half an hour prior to Assembly meetings to set up room and computer for Assembly meetings;
- b. Along with the EVP, take roll call and minutes of Assembly meetings during meetings on a computer;
- c. Email the minutes of the meetings to Assembly members and ASWU leaders
- d. Post minutes to ASWU Website within 24 hours of an Assembly meeting.
- e. Update and maintain the ASWU website with the PR/Marketing Coordinator.
- f. Help Coordinator Fall/Spring Retreats.
- g. Put together slides for ASWU Assembly meetings.
- h. Communicate with Coordinators to maintain updates on events.
- i. Meet with the Director of Student Activities weekly.
- j. Attend all meetings of the ASWU Executive Council

Qualifications :

- a. Knowledge of technology or willingness to learn.
- b. Ability to type quickly.
- c. Able to communicate effectively.
- d. Good listening skills to catch what members are saying during the meeting.
- e. Enroll in GE 330 leadership class for both fall and spring semesters.
- f. Be an undergraduate student enrolled in at least 12 units per semester.

Compensation : 12 hours/month. *Subject to change for 2018-19 School Year.*

Questions

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