



Central Washington University **LEARN. DO. LIVE.**

Associated Students of CWU Board of Directors

ASCWU Director for Student Life & Facilities

About the Position:

The ASCWU Director for Student Life & Facilities is a voting member of the ASCWU Board of Directors and serves as the student voice regarding capital-planning projects, buildings on campus, and student services offered on campus. The Director of Student Life & Facilities is also tasked with promoting and advocating for CWU spirit on-campus and within the community.

Term of Position:

The ASCWU Director for Student Life & Facilities serves for one year. The position term begins the business day after the last day of finals week and ends the Friday of finals week the following spring quarter. The Director of Student Life & Facilities is compensated for 19 hours a week. This position is not required to work over winter and spring break, but is **highly encouraged** to work over summer break. Some travel and work over weekends and after business hours (8-5PM) are required.

Preferred Qualifications:

- CWU on-campus leadership experience
- Some knowledge of how ASCWU is structured and organized
- Conflict management skills
- Some knowledge of how Housing & Residence Life and Residence Hall Association is structured
- Strong organizational and time management skills
- Experience serving on an ASCWU Committee
- Experience working on a team with other students
- Experience facilitating and guiding discussions
- Ability to communicate professionally with professional staff, administrators, and other students.
- Some experience supervising staff or serving in a lead role.
- Some ability to public speak

Position Duties:

- Chair and organize the Housing and Dining Advisory Board
- Chair and organize the Student Union Advisory Board
- Chair and organize the Recreation Advisory Board
- Serve on the Wildcat Shop Advisory Board as a voting member
- Serve on any capital planning and projects committee as the student representative
- Serve on the Student Technology Fee Council as a voting member

This position description is subject to change in accordance with ASCWU BOD Bylaws and constitution. CWU is an AA/EEO/Title IX Institution. For accommodation: DS@CWU.edu



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- Selection, training, and supervision of CWU's Mascot, Wellington
- Plan and organize large-scale campus life events including, but not limited to; CWU Fred Meyer Night, Wellington's Wildfire, Tradition Keeper Trek.
- Maintain communication with the Vice President for Operations
- Maintain communication with the Associate Dean for Student Living
- Maintain communication with the Director of Recreation
- Maintain communication with the Director of the Student Union
- Maintain communication with the Executive Director of Housing and Residence Life
- Maintain communication with the Executive Director of Auxiliary Enterprises
- Maintain communication with the Director of Dining Services
- Maintain communication with the Chief Information Officer
- Maintain communication with the Director for Capital Planning and Projects
- Maintain communication with the Chief of Police
- Manage and provide oversight of the Student Life & Facilities budget
- Serve as a voting member on the ASCWU-BOD
- Maintain communication with the Executive Director for Student Involvement
- Hear student concerns regarding student services on-campus and facilities.
- Attend ASCWU Executive Board meetings as scheduled
- Attend ASCWU Public Meetings as scheduled
- Other duties as assigned

Compensation:

This position will be compensated for 19 hours a week at \$15 per hour (approximately \$560 twice per month).

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