



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

Associated Students of CWU Board of Directors

ASCWU President

About the Position:

The ASCWU President coordinates with multiple entities on campus to upkeep similar goals and philosophy. The President's responsibilities and duties are to maintain communication with the Dean of Student Success, the Chief Financial Officer, the University President, the Office of the Provost and the Council of Probity, and the ASCWU Student Government advisor. The ASCWU President acts as the liaison and meets with the Central Washington University President. They conduct meetings that are intuitive in creating positive changes at Central Washington University.

Term of Position:

The ASCWU President 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 ASCWU President is compensated for 20.0 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. The ASCWU President is encouraged to work 15 hours per week over summer quarter, dependent on appropriations.

Preferred Qualifications:

- CWU on-campus leadership experience
- Ability to work with diverse groups
- Public speaking skills
- Some knowledge of how ASCWU is structured and organized
- Knowledge and experience with the Washington State Legislature
- Strong understanding of grass roots activism
- Strong organizational and time management skills
- Experience facilitating and guiding discussions
- Ability to communicate professionally
- Experience supervising staff or serving in a leadership role
- Willingness to work in a non-partisan fashion and put facts over political beliefs
- Willingness to work odd and irregular hours
- Experience working on a team with other students
- Experience with using Robert's Rules
- Experience with writing SMART objectives
- Familiar with student issues
- Knowledge of the University Policy
- Knowledge of University operations and departments
- Ability to write speeches

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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Position Duties:

- Create and implement the ASCWU public meeting agenda
- Create and implement the ASCWU executive board agenda
- Serve as a voting member on the Board of Directors on in case of a tie
- Choose the ASCWU voting members to the Washington Student Association
- Hire and train the Director of public relations/program coordinator
- Attend Washington Student Association meetings once a quarter
- Set a regular meeting place and time for each academic quarter of their term and special meetings
- Oversee the ASCWU BOD budget
- Maintain regular office hours during Fall, Winter, and Spring quarter
- Act as voting member of President Budget Advisory Committee
- Sit ex-officio or delegate a representative for all of the ASCWU recognized committees, organizations, agencies, task forces, and boards
- Maintain regular meetings with each ASCWU Vice President
- Maintain regular meetings with the Executive Director of Student Involvement
- Give the State of the ASCWU Address to the university community during Spring quarter
- Meeting with the President of the University monthly
- Act as the official spokesperson for the Student Government
- Represent the ASCWU Student Government at the Ellensburg City Council, Chamber of Commerce, and Ellensburg Downtown Association
- Meet with the Ellensburg mayor once a quarter
- Fill all vacancies on the Student Government by nomination and affirmative majority vote by the members of the Student Government
- Recruit students for elections in coordination with the elections commission
- Attend Student events, programs, meetings regularly
- Maintain communication with the Dean of Student Success
- Maintain communication with the Public Affairs
- Maintain communication with the Dean for Health and Wellness
- Maintain communication with the Student Trustee
- Maintain communication with Director of the DEC
- Maintain communication with associate provost

Compensation:

This position will be compensated for 20.0 hours a week at \$15 per hour (approximately \$560 twice per month).

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