



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

Associated Students of CWU Board of Directors

ASCWU Director for Governmental Affairs

About the Position:

The ASCWU Director for Governmental Affairs is a voting member of the ASCWU Board of Directors and serves as the student voice regarding governmental affairs including; state, local, and federal policy. The Director of Governmental Affairs is also tasked with promoting and advocating for the CWU student policy agenda, increasing student voter registration, increasing student voter turnout, and increasing student civic education/engagement.

Term of Position:

The ASCWU Director for Governmental Affairs 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 Governmental Affairs is compensated for 19.0 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 Director of Governmental Affairs is encouraged to work 30 hours per week over Summer quarter, dependent on appropriations.

Preferred Qualifications:

- CWU on-campus leadership experience
- Some knowledge of how ASCWU is structured and organized
- Knowledge and experience with the Washington State Legislature
- Strong understanding of grass roots activism
- Experience with voter registration and get out the vote
- Understanding of the structure and purpose of the Washington Student Association
- Understanding of how to read and interpret the revised code of Washington
- Strong understanding of higher education policy and higher education stakeholders in the state of Washington
- Strong understanding of political processes at the state, local, and federal levels
- Comfortability with public speaking, leading large groups, and working in a group
- 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
- A genuine interest in politics
- Willingness to work odd and irregular hours

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 legislative agenda
- Create and implement the ASCWU interim legislative agenda
- Serve as a voting member on the Board of Directors, and attend all meetings, of the Washington Student Association.
- Choose the ASCWU voting members to the Washington Student Association
- Hire and train the Director of Legislative Affairs
- Ensure compliance with the Washington Public Disclosure Commission for ASCWU and the Director of Legislative Affairs
- Travel to and from Olympia during the legislative session as needed
- Oversee the Student Legislative Action Committee
- Oversee the ASCWU Legislative Affairs budget and the Washington Student Lobby Budget
- Attend meetings of the Washington Student Achievement Council
- Submit three names to the Washington State Governor's office for nomination of the CWU Student member on the Board of Trustees
- Register students to vote and turn out the student vote
- Host events related to civic engagement, voter registration, and voter turnout
- Host a 'student engagement' center in compliance with state law
- Manage and hire all ASCWU Governmental Affairs staff
- Maintain good relationships with higher education stakeholders, voter registration stakeholders, local elected officials, and the Washington State Legislature

Compensation:

This position will be compensated for 19.0 hours a week at \$15 per hour (approximately \$560 twice per month).

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