



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

## **Associated Students of CWU Board of Directors**

### **ASCWU Executive Vice President**

#### **About the Position:**

The ASCWU Vice President is a voting member of the ASCWU Board of Directors and serves as the back-up to the ASCWU President. In addition, the Vice President is tasked with sitting on the Services & Activities committee, as well as recruiting students onto university committees and promoting the goals ASCWU Student Government.

#### **Term of Position:**

The ASCWU Vice 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 Vice President is compensated for 19 hours a week. This position is not required to work over winter and spring 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 the Services and Activities Fee
- 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:**

- Sit on the Services and Activities Fee Committee
- Serve as vice chairman and lead ASCWU public meetings in absence of the ASCWU President
- Fulfill duties as assigned by ASCWU President
- Assume the duties of the ASCWU President in their temporary absence as directed by the President
- Succeed to the Presidency in case of permanent or prolonged vacancy in that office.
- Plan annual inauguration banquet for new ASCWU Board members in Spring

**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](mailto:DS@CWU.edu)**



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- Prepare a budget statement for the ASCWU President's State of the Associated Students of Central Washington University address
- The ASCWU Vice President shall have the responsibility to nominate members of the associated students to all university standing committees and committees recognized by the Student Government.
- Perform outreach to recruit students onto university committees
- Maintain communication with the Vice President for Business and Financial Affairs/CFO
- Maintain communication with the Provost/Vice President for Academic and Student Life
- Maintain communication with other relevant parties as needed
- Post, advertise, interview, and hire the office front desk positions. Terminate front desk employees as needed
- Serve as a voting member on the ASCWU-BOD
- Maintain communication with the Executive Director for Student Involvement
- 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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