



Executive Vice President

Associated Students of Whitworth University

Tasks and Responsibilities

- a. Serve as the chief of staff of all ASWU personnel;
- b. Instill motivation and accountability within the organization;
- c. Ensure open communication within ASWU;
- d. Assist in selection, training, supervision, and evaluation of student leaders;
- e. Focus on the internal aspects of the organization, insuring that the members of the assembly, media, and coordinators are all working well together;
- f. Maintain a level of professionalism within the ASWU leadership through ongoing training, support, and group evaluation;
- g. Meet individually with the residence hall and off-campus senators and representatives once a month for individual support, assistance, and evaluation.
- h. Meet with the resident directors for feedback and evaluation of senators and representatives as needed.
- i. Implement an evaluation process of all residence hall and off-campus senators and representatives during the middle of the fall and spring semesters;
- j. Serve as chairperson for the Student Elections Committee for fall representative elections and spring general elections, and any other's TBD;
- k. Keep eight regular office hours in his/her office per week;
- l. Spend time in residence halls during primetime hours;
- m. Arrive approximately two weeks before the commencement of the fall semester for training;
- n. With the other executives, coordinate the ASWU fall and spring retreat;
- o. Assist the Special Events Coordinator with Homecoming.
- p. Assist the ASWU team in leading Springfest and other campus-wide programs.
- q. Attend all meetings of the executive council, Assembly meetings, and the biannual meetings of the Board of Trustees;
- r. Chair the portion of the Assembly meetings that deals specifically with the residence hall and off-campus senator and coordinator reports; *as determined by the Executive Council.*
- s. Participate in the planning and teaching of GE 330 where needed;
- t. Register for the GE 330 leadership class for both the fall and spring semesters

Qualifications

- a. Effective communication and exceptional confrontational skills, particularly the ability to confront peers in difficult situations.
- b. The ability to run both large and small group meetings.
- c. The ability to listen, understand, integrate, and report back the ideas and concerns of constituents.
- d. The ability to sell ideas, programs, and involvement opportunities.
- e. Organizational and time management skills.
- f. The ability to relate to all members of a diverse student population.
- g. The ability to motivate, delegate, and follow-up with students on committees and task forces.
- h. Self-motivated, self-starter that can work without a lot of direct supervision
- i. The ability and desire to work closely with other leadership positions, the director of student activities, and other Whitworth staff and faculty.
- j. A working knowledge of the ASWU governing bodies and the policies, procedures, and operations of the ASWU and Whitworth University.
- k. It is encouraged that the executive officers should live on campus during their term in office.
- l. Be enrolled as an undergraduate student in at least 12 units per semester.

Compensation

80 hours/month at minimum wage for 8 months