

Associated Students of Whitworth University

ELECTION PACKET – FALL 2020



We, the Associated Students of Whitworth University, are committed to promoting holistic growth, safety, well-being, and a united fellowship. We shall advocate for the diverse voices of our student body justly and with compassion, establishing an equitable community through grace, respect, and intentional engagement.

WHITWORTH UNIVERSITY

Dear Prospective ASWU Leader,

Let me begin by encouraging you to take a risk. Especially if you are unsure, an election can seem like a daunting process, and self-doubt in one's own abilities and skills are bound to emerge. This year is no exception, and will likely be more difficult than years past. Nevertheless, the Student Elections Committee is at your disposal during the process, and don't let your biggest critic – yourself – get in the way of this unique opportunity to serve the Whitworth community. On behalf of the Student Elections Committee, I welcome you to this opportunity to apply for an elected position within the student government at Whitworth University. Let's jump in!

Each position within ASWU is unique and requires a different set of skills and experiences. Though some positions are community specific, you will ultimately serve the entire student body as a leader in student government, so we ask that you have great listening skills to hear the desires and concerns of your fellow students and great organizational skills to implement the programs and policies that will meet these desires and needs.

Before you begin completing your application, take time to read all of the enclosed materials within the elections packet. Give special attention to the enclosed timeline. Applications will be due by 6 PM on Sunday, September 27th. If you have questions regarding any position, please refer to the FAQ document included in this packet or contact me. I look forward to seeing you in the election process!

Blessings,

Hannah Higgins

Executive Vice President

Student Elections Committee Chairperson

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Application Instructions:

1. Get a job description packet at the ASWU desk upstairs in the HUB. A PDF of the job descriptions can also be accessed on the ASWU website (whitworthaswu.com) under “General Info”. Look over the general qualifications and requirements in both this packet and the specific job description you are applying for.
2. The ASWU application can be accessed on the ASWU website (whitworthaswu.com) under “Apply to Leadership”.
3. Complete the ASWU application on-line before 6PM on Friday, March 16th. You will also be expected to submit a professional résumé and cover letter as part of the application process. The quality of your application, résumé, and cover letter is highly valued; poorly written materials will affect your candidacy. For additional resources regarding résumés and cover letters, visit Career Services.
4. For further information, please refer to the Timeline and FAQ in the following pages of the packet. Job descriptions are separate documents and depend on which position you are applying for.

The following positions are available for election:

Arend Senator, BJ Senator, Duvall Senator, Warren Senator, Off-Campus Zone Representative(s), WhitFLEX Representative, Incoming Student Representative(s), Global Engagement Representative

Qualifications:

- A. Full time undergraduate Whitworth student in good standing. (Graduating seniors can drop below 12 credits only during their spring semester).
- B. Minimum cumulative GPA 2.5.
- C. A minimum of outside time commitments, making certain there are no conflicts with scheduled orientation and training sessions, weekly team meetings, GE 330 class, and work responsibilities. All are required.
- D. Good relational, interactive, communication and programming skills with a desire to strengthen each.
- E. Personal integrity and maturity on and off-campus.
- F. A desire to develop leadership skills and to grow both personally and professionally.
- G. The ability to create innovative programs with a minimal amount of guidance and supervision, and can deal with ambiguity.

Elections Timeline:

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DATE	EVENT	PLACE	TIME
Monday, September 21	<i>Applications Available</i>	ASWU Website/front desk	9am
Wednesday, September 23	<i>Info Meeting</i>	Zoom link available upon request	7pm
Friday, September 25	<i>Info meeting</i>	Zoom link available upon request	12pm
Sunday, September 27	<i>Applications Due</i>	ASWU Website/front desk	6pm
Monday, September 28	<i>Mandatory Elections Meeting (in person)</i>	TBD	9:30pm
Tuesday, September 29	<i>Mandatory Elections Meeting (virtual)</i>	Zoom link available upon request	9:30pm
Thursday, October 1	<i>Primary Campaigning Begins</i>		8am
Sunday, October 4	<i>Primary Campaigning Ends</i>		11:59pm
Monday/Tuesday, October 5 & 6	<i>Primary Election Voting</i>	Online	8am (5 th)-10pm (6 th)
Wednesday, October 7	<i>General Campaigning Begins</i>		8am
Thursday, October 8	<i>General Campaigning Ends</i>		11:59pm
Friday, October 9	<i>General Election Voting</i>	Online	6am
Saturday, October 10	<i>General Elections Ends</i>		11:59pm
Sunday, October 11	<i>General Elections Results</i>		10am
Monday, October 12	<i>Run-Off (If Needed)</i>	Online	--

What does ASWU as an organization do?

- The voice of the student body to campus academic, administrative and student constituencies.
- Serve and represent the student body on all issues and concerns.
- Inform students of events and issues on campus.
- Plan events and activities for students.
- Meet weekly to discuss and coordinate issues and events.
- Responsible for distributing student body funds.

What do leaders in ASWU need to do the job well?

- Understand the importance of listening to community needs and reporting them to appropriate university departments.
- Be responsible in following through and meeting deadlines.
- Have integrity on and off campus.
- Be organized and able to sell an idea.
- Be genuine and authentic in voicing ideas and opinions.
- Understand the responsibility in representing constituents' voices.

Expectations and Responsibilities

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Who will I work with?

The four executive officers are the students who are in charge of ASWU. The President runs the meetings, the financial vice president keeps track of finances and the budget, and the executive vice president is responsible for all human resources within the organization. The Director of Student Activities, Jason Chapman, advises the organization and **Jorge Medina** is the Executive Administrative Assistant.

You will have the opportunity to work with many different types of people. You will work closely with your resident leadership team if you're a senator or representative. This leadership team brings together ASWU, Cultural Diversity Advocates, Resident Assistants, and Campus Ministry Coordinators to meet the needs of the residence hall or off-campus population. All ASWU leaders work directly with the campus population of students, faculty, and staff to create the best living/learning environment possible.

Why do I have to have a 2.5 minimum GPA?

This is student government. Your first priority is to be a good student. That is why you are at Whitworth. A minimum GPA requirement has been established to ensure that you succeed as a student. Any term below a 2.5 will result in either the student leader being placed on probation or being terminated from their leadership position.

Are there other expectations for ASWU Leaders?

ASWU Leaders are expected to be role models that are actively engaged in all curricular and extracurricular activities at Whitworth and who consistently follow all University policies. As student leaders, you are held to a higher behavioral standard and you can be dismissed for not performing the duties of the position at an adequate level; for violating Whitworth's behavioral expectations for students; or for off-campus behavior that is a violation of the law or that negatively affects the ability of the ASWU leader to effectively do his / her job.

How and when do I get paid?

The stipend is direct-deposited into your checking account and is set up with the Payroll Office in the beginning of Fall Term. Pay periods are generally every two weeks.

Training and Work Schedule

What type of training is provided?

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Through the remaining spring semester, you will have opportunities to shadow and meet with the current person in your impending position. In August, before students arrive, there will be a mandatory training session for all newly elected members, facilitated by the ASWU executive board. After this meeting, you will receive on the job training for the remainder of the year. See information regarding GE330 below.

What is GE 330?

GE 330 is a one credit leadership class that meets twice a week – Tuesday and Thursdays from 11:45AM to 12:40PM - both fall and spring semester. All student leaders are required to take the class. It does not count as overflow credit. In other words, if you are maxed at 17 credits, this additional credit will not result in overflow costs. This class will continue your on-the-job training and also give you leadership skills and additional information on how to do your job effectively.

What is a “one-on-one”?

In addition to weekly assembly meetings, you will have regular individual meetings, called one-on-ones, with your supervisor. Your one-on-one will generally last one-half hour to one hour. This meeting is generally called a “one-on-one” because it provides a private time for you to discuss questions, concerns, and progress regarding your position. In turn, your supervisor can better encourage and support your work.

General Questions about the Election Process

What do I need to know to run an election?

ASWU Meetings are a great opportunity to learn more about specific elected positions. The Mandatory Elections Meeting for Approved Candidates will provide much more detail into the running process and will only host those who are officially running in the election. See the timeline above.

What is the difference between the primary and the general voting?

Essentially, there are two voting sessions. For the primary vote, the ballot will list all accepted election applications for each position. The two candidates, or double the amount of positions available with the most votes will continue on to the general vote which will determine the winning candidate.

Who votes for my position?

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The community you are wanting to represent votes for your position. For example, if you are running to be McMillan Senator, then only students from McMillan will see your name on their ballot. For executive candidates, the whole student body votes, so executive candidates will be on every ballot, regardless of community.

Can I run to represent a community I currently don't live in?

No. Due to COVID, you cannot run for Senator of a building you do not currently reside in. Similarly, if you do not fit the description of any representative position, you do not qualify to run for that position.

Not that many people know me in my Residence Hall or on campus, plus I don't even really understand what ASWU does...

Start attending ASWU Assembly meetings on Wednesday nights at 5pm in ASWU. Use this as an opportunity to meet others, understand firsthand what ASWU does, and become a leader on campus. On the cover page of this packet is ASWU's 2017-2018 Mission Statement - an important description of our purpose and values.

Good luck throughout this entire process, I am rooting for you!

Hannah Higgins, Executive Vice President