



Associated Students of Whitworth University

Job Description

Executive Vice President

Executive Vice-President

8 months

80 hours/month

Salary: up to 40% tuition

The Executive Vice-President shall:

- a. Serve as the chief of staff of all ASWU personnel
- b. Instill motivation and accountability within the organization
- c. Insure open communication within ASWU
- d. Assist in selection, training, supervision, and evaluation of student leaders
- e. Serve as the interim senator for Baldwin-Jenkins, providing all the services and responsibilities included in the senatorial job description and working closely with the Baldwin-Jenkins leadership team.
- f. Focus on the internal aspects of the organization, insuring that the members of the assembly, media, and coordinators are all working well together.
- g. Maintain a level of professionalism within the ASWU leadership through ongoing training, support, and group evaluation.
- h. Meet individually with the dorm and off-campus senators and representatives twice a month for individual support, assistance, and evaluation, as well as meeting once a month with all coordinators and media heads.
- i. Meet with the resident directors for feedback and evaluation of senators and representatives.
- j. Implement an evaluation process of all dorm and off-campus senators and representatives during the middle of the fall and spring semesters
- k. Serve as chairperson of the Media Committee and Student Elections Committee
- l. Keep eight regular office hours in his/her office per week
- m. Spend time in residence halls during primetime hours
- n. Arrive approximately two weeks before the commencement of the fall semester
- o. Attend the spring leadership retreat
- p. With the other executives, coordinate the ASWU fall and spring retreat
- q. Assist with events such as Community Building Day, Homecoming, and Springfest and other campus-wide programs
- r. Attend all meetings of the executive council, Assembly meetings, and the biannual meetings of the Board of Trustees
- s. Chair the portion of the Assembly meetings that deal specifically with the dorm and off-campus senator and coordinator reports.
- t. Participate in the planning and teaching of GE 330
- u. Register for the GE 330 leadership class for both the fall and spring semesters
- v. Assist in the hiring process of coordinator and media positions.

The Executive Vice-President shall possess the following qualifications:

- a. Effective communication and exceptional confrontational skills
- 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.