



Associated Students of Whitworth University

Job Description

ASWU President

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8 months

80 hours/month

Salary: up to 40% tuition

The President shall:

- a. Be aware and take responsibility for the proper development of all programs and events coordinated by ASWU leaders- coordinators, media, senators and representatives.
- b. Serve as Chairperson of the ASWU Assembly.
- c. Focus on the external relations of the organization to all the available constituencies.
- d. Appoint students to campus committees and task forces.
- e. Serve as chairperson of the ASWU Review Board and be responsible for all duties specified in the ASWU constitution.
- f. Attend all plenary sessions of the Board of Trustees.
- g. Co-sign all checks in absence of the Financial Vice-President.
- h. Keep regular convenient office hours, approximately 8 hours per week.
- i. Spend time in residence halls during primetime hours.
- j. Arrive on campus early for training and, with the Director of Student Activities and other ASWU Executives, plan and coordinate the ASWU leadership retreat
- k. Attend the Spring Leadership retreat
- l. With the other Executives, coordinate Community Building Day, Homecoming the ASWU fall and spring Retreat, and Springfest.
- m. Attend all meetings of the ASWU Executive Council
- n. Participate in the planning and teaching of GE 330.
- o. Register for the GE 330 leadership class for the Fall and Spring semesters.

The President shall possess the following qualifications:

- a. Good communication skills; being able to run a meeting with both large and small groups, being a good listener, being able to understand, integrate, and report back the ideas and concerns of constituents, faculty and staff, and being able to sell ideas, programs, and involvement opportunities.
- b. Great organizational and time management skills.
- c. Ability to relate to all members of a diverse student population.
- d. Ability to motivate, delegate to, and follow-up with students on committees and task forces.
- e. True desire and ability to keep students involved and informed on a weekly basis through ASWU Assembly meetings, committee meetings and task forces.
- f. Familiarity with the policies, procedures and operation of ASWU and Whitworth University, and in the Whitworth and Spokane communities as a whole.
- g. Self-motivated, self-starter that can work without a lot of direct supervision.
- h. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities.

- i. Ability and desire to work closely with other leadership positions, the college administration, and the Director of Student Activities.
- j. Be an undergraduate enrolled in at least 12 semester units.