



Associated Students of Whitworth University

Job Description

Off Campus Representative

Questions? Contact Kalen Eshoff at x4556

Off Campus Representative

8 month position

3 hours/week

Minimum wage

The off-campus representative shall:

- a. Actively solicit opinions from students through weekly constituency reports regarding the current issues, problems, and concerns that affect them on and off campus and in the community. Assist the Off-Campus Senator in providing weekly feedback to the ASWU assembly.
- b. As a representative for ASWU, insure that all constituencies of the zone's student population (transfer, non-traditional, minority, physically impaired students, etc.) are well represented and informed.
- c. Assist the Senator within respective zone in all of their responsibilities.
- d. Attend all ASWU Assembly weekly meetings, or make sure a proxy is sent as a replacement. Attend all ASWU committee activities and meetings as assigned by the ASWU executives.
- e. Enroll in Fall and Spring GE 330 (leadership class).
- f. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- g. Attend the Spring Leadership Retreat
- h. Serve on at least one committee approved by ASWU.

The off-campus representative shall possess the following qualifications:

- a. Good communication skill including: being a good listener of those you are providing service to, the ability to understand, integrate, and report back the ideas and concerns of constituents to the president and or assembly, and the ability to sell ideas, programs and involvement opportunities to students.
- b. Ability to relate to all members of a diverse student population.
- c. Great organizational and time management skills
- d. A true desire and ability to keep residents involved and informed on a weekly basis.
- e. Ability to work in a group with other leaders.