

Off-Campus Senator **Job Description**

8 months (Sept-May)

10 hours/wk

Minimum Wage

The Off-Campus Senator shall:

- 1) Actively solicit via phone, newsletters, and email opinions from off-campus students regarding the current issues, problems, and concerns that affect them both on and off campus;
- 2) Provide weekly feedback to the Assembly, faculty, staff and administration regarding issues and concerns of off-campus students;
- 3) Supervise off-campus representatives whose role it will be to assist the off-campus president in serving the off-campus constituents;
- 4) Through a weekly newsletter, provide information to off-campus students regarding policies and issues currently under consideration by students, staff, and the faculty and administration. Also, he/she shall provide information on upcoming campus and off-campus events;
- 5) Publicize your off-campus program in the Flash, HUB bulletin boards, e-mail, telephone, reader board, paper, radio, etc.;
- 6) Organize one off-campus event per semester, such as performing arts (ballet, symphony, musical concerts, theatre, intercultural arts) or athletic events (hockey, rodeos, etc) that would provide inexpensive opportunities for off-campus students to enjoy;
- 7) Coordinate events involving the off-campus population in events for Orientation, Community Building Day, Homecoming, Parents' Weekend, and Springfest;
- 8) Coordinate a volunteer service project for off-campus students in the fall and spring semesters in conjunction with the SERVE Coordinator;
- 9) Become well informed on and discover the rationale behind the policies and procedures that govern the college to insure that student issues, needs, and concerns are being addressed in areas such as: policies for admissions, registration, financial aid, educational review board, national and international investments, diversity hiring, tuition increases, room and board rates, etc.;
- 10) As a voting member on the Assembly, insure that all constituencies of the campus (i.e on and off-campus, minority, non-traditional, physically impaired, and international students) are well represented and informed;
- 11) Maintain five hours of well publicized office hours in the his/her office, or another highly accessible area to students who seek your representation. Also use this office time to call off-campus students

- to get their input on policies/issues in ASWC or to inform them of Whitworth events;
- 12) Attend and actively participate in all weekly meetings of the Assembly;
 - 13) Enroll in the fall and spring GE 330 leadership class;
 - 14) Attend the spring leadership retreat (April 19th, 2003) and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
 - 15) In addition, all student leaders will be responsible for taking part in and assisting in new student orientation.

The off-campus senator shall possess the following qualifications:

- a. Effective communication 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 to the senator and the Assembly;
- d. The ability to sell ideas, programs, and involvement opportunities to the students;
- 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 constituents on committees and task forces;
- h. A true desire and ability to keep constituents involved and informed on a weekly basis through phone calls, off-campus meetings, newsletters, posters, calendars, etc.;
- i. Marked interest in the policies, procedures, and operations of the ASWC, Whitworth College, and the Spokane communities as a whole;
- j. Self-motivated, self-starter that can work without a lot of direct supervision;
- k. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities;
- l. The ability and desire to work closely with other leadership positions.