



Associated Students of Whitworth University

Job Description

Senior Class Coordinator

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8 months

60 hours/month

Minimum wage

The senior class coordinator shall:

- a. Actively solicit opinions from students in the senior class regarding the current issues, problems, and concerns that affect them on and off campus and in the community and provide weekly feedback to ASWU, faculty, staff and the administration as to the content of these issues and concerns.
- b. Provide a senior class link on the “Current Students” portion of the campus web page that contains information and updates for seniors.
- c. Contact senior class constituents on a monthly basis (via meetings, e-mails, newsletters, etc.) beginning in the fall to discuss social activities, and to begin coordinating senior commencement activities;
- d. Form a committee of senior class constituents, of which the senior class coordinator would chair, for purposes of; Organizing class activities, events, a possible fund-raiser for senior class gift (if class decides it wants to donate a gift), selection of a graduation speaker in conjunction with the college's graduation committee, selection of student graduation speakers, and scripture readers;
- e. Coordinate graduation week festivities;
- f. Coordinate the senior activities for graduation weekend including things such as the commissioning service, senior reflections, the senior dessert, and Baccalaureate;
- g. Act as the official representative from ASWU on the college's graduation committee in the spring semester;
- h. Meet regularly with the Alumni Office to discuss and coordinate senior weekend events;
- i. Attend Assembly meetings and make regular monthly reports as to the senior class' progress towards their goals;
- j. Provide regular assistance to other coordinators in the promotion and production of their campus events;
- k. Sign up for the GE 330 leadership class in both the fall and spring semester;
- l. Attend the spring leadership retreat and the fall leadership retreat.
- m. Serve on at least one committee approved by ASWU.

The Senior Class Coordinator shall possess the following qualifications:

- a. Proven organization skills, with excellent follow-through
- b. The ability to convene a large group meeting of scattered constituents
- c. Ability to work well in a flexible structure without a lot of direct supervision
- d. An independent worker
- e. Experience in successfully coordinating large programs and activities
- f. Extreme enthusiasm and school spirit, with the ability to sell ideas and programs to constituents

- g. The ability to work well with a diverse constituency and with college administrators, faculty and staff.
- h. Be enrolled as an undergraduate student with at least 12 units per semester.