**ASEWU Council Clerk**

**Summary of Functions**

The primary responsibility of a Council clerk is to keep an accurate written record of all work sessions, Council meetings and special sessions of the ASEWU Council. The clerk may also be requested to take minutes for other ASEWU related committees. Limited supervision under the VP for Student Affairs.

This is a student government position. The ASEWU Council clerk is an appointed position and serves a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Council Clerk***

* Applicants for the Council clerk position must be currently enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Applicants for the Council clerk position must have successfully completed at least one (1) quarter/semester of study at EWU immediately prior to appointment to said position.
* During a member’s tenure in office, the ASEWU Council clerk must be a student at the university and enrolled in at least six (6) credit hours and maintain a 2.5 cumulative grade point average or better at the university—excluding summer term.

***General Requirements for the ASEWU Council Clerk***

* Applicants should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals applying for the Council clerk position possess an open mind and are able to work as part of a team.

**Major Duties and Responsibilities**

***Responsibilities for the Council Clerk***

* Establish, maintain and document ten (10) office hours per week—excluding finals week—for each academic quarter (fall, winter and spring).
* Maintain the official files and records of the ASEWU Council minutes, work sessions, special sessions and if requested ASEWU standing committee meetings.
* Under the direction of the executive vice president, prepare the agendas for Council meetings and work sessions.
* Prepare minutes as assigned by the ASEWU executive vice president and in accordance with the current Bylaw 119.
* Upload the agendas and approved minutes of ASEWU work sessions, Council meetings and special sessions to the ASEWU website.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Maintain and update the ASEWU website.
* Send a compiled document of all biweekly reports from ASEWU members to the ASEWU Superior Court chief justice within two (2) business days of the stated deadlines.
* Maintain and update a master calendar which features ASEWU hosted events by each member and which is distributed biweekly to the director of Student Engagement and advisor for student organizations.
* Compile and publish the monthly written reports of executive, Council, cabinet, and Court members to the ASEWU website, EagleSync and made available at the following Council meeting.
* Provide assistance at the ASEWU front desk during scheduled office hours when requested by the ASEWU program support supervisor.
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare and distribute at least one (1) written press release on a monthly basis and as necessary.
* Communicate at least one (1) time per quarter and as necessary with the following media outlets—*The Cheney Free Press*; *The Spokesman-Review*; *The Easterner* and any local area television and radio stations.
* Prepare a written monthly and quarterly report in a pre-determined format.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* Perform other Council related duties and documents as requested by the ASEWU executive vice president.

***Mandatory Leadership Training for the ASEWU Council Clerk***

* The ASEWU Council clerk is required to participate in the annual fall leadership training, which occurs approximately two (2) weeks prior to the start of fall quarter.
* Additionally, the ASEWU Council clerk is required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The ASEWU Council clerk receives $2,300 per quarter. The position requires ten (10) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**

**ASEWU Council Representative for Academic Affairs**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to academics at the university and to ensure students are receiving the best possible form of academic resources and curriculum. They shall serve as the voice for all students when discussing academics. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possess an open mind and are able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Academic Affairs***

* Meet at least three (3) times per quarter one-on-one with the Academic Senate chair, the provost and vice president for Academic Affairs, and/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.
* Attend or send a designee to Academic Senate, Undergraduate Affairs Council (UAC), Rules Committee and General Education Council.
* Chair the ASEWU Academic Committee.
* Meet with the ASEWU president following biweekly meetings of the Faculty Senate.
* Participate in the Learning Commons.
* Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to academics.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Athletic Affairs and University Advancement**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to university athletics, university advancement, alumni relations, club sports and facilities. The representative will serve as the voice for all students when discussing areas including, but not limited to, athletics, facilities and university advancement. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Athletic Affairs and University Advancement***

* Meet at least two (2) times per quarter one-on-onewith the EWUdirector of Athletics, the vice president of University Advancement, the director of Campus Recreation and/or any other official, individual, etc., to obtain information of ASEWU Council interest and pertinent to said position and their responsibilities.
* Communicate at least three (3) times per quarter one-on-one with the director of Career Center.
* Attend the meetings of the President’s Advisory Committee on Intercollegiate Athletics and Eagle Athletic Fund.
* On a weekly basis, or as necessary, meet and/or communicate and maintain an awareness of issues and projects relating to the Alumni Association, the ASEWU Endowment Scholarship and Career Center.
* Attend or send an ASEWU designee to EWU Foundation Board meetings—preferably an ASEWU executive member.
* Attend Student Athletic Advisory Committee (SAAC) meetings.
* Attend the Club Sports Federation Committee meetings.
* Attend the University Facilities Committee meetings.
* Chair the University Recreation Center Governance Board.
* Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to athletics and/or university advancement.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Diversity Outreach**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to diversity, inclusion and equal opportunity. They shall serve as the voice for all students when discussing topics that include, but not limited to, intersecting identities, equity and social justice. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Diversity Outreach***

* Attend at least one (1) meeting of at least three (3) different diversity focused student organizations or campus departments per quarter and attend at least one (1) diversity related event and/or program.
* Meet at least one (1) time per quarter one-on-one with the director of Women’s and Gender Education Center; director of the AfricanaStudies Program; director of the American Indian Studies Program; director of the Chicanx Education Program; director of the Race and Culture Studies Program and the director of Disability Studies.
* Meet at least two (2) times per quarter one-on-one with the vice president for Diversity and Inclusion.
* Meet at least one (1) time per quarter with the director of the Multicultural Center; director of the Equal Opportunity/Affirmative Action; manager of the Women’s and Gender Education Center; director of the Veterans Resource Center; manager of the Pride Centerand/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.
* Serve on the Diversity and Inclusion Advisory Council.
* Chair the ASEWU Diversity Committee.
* Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to diversity and inclusion.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Graduate Affairs**

**Summary of Functions**

The primary responsibility of this representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to graduate students and the EWU Spokane Campus. The individual serves as the voice for EWU students when discussing graduate programs, graduate requirements, programming and services at EWU’s Spokane campus. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.
* At the time of appointment or the start of the fall term, the student must be a graduate student accepted into an EWU master’s degree program.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Graduate Affairs***

* Meet at least three (3) times per quarter one-on-one with the director of Graduate Studies; director of EWU Spokane Student Services; advisor for Campus Programs at EWU Spokane and/or any other individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.
* Meet once a quarter with the director of Student Engagement.
* Communicate at least once per quarter with Career Services and update graduate students on upcoming events and workshops.
* Attend or send a designee to the Graduate Affairs Council (GAC) meetings.
* Conduct quarterly forums open to graduate students and at least one (1) forum per academic year on the EWU Cheney campus. One (1) forum per quarter must be utilized to inform graduate students of the work of the Graduate Affairs Council and the legislative focuses of the WSA (Washington Student Association) and/or any pertinent information for graduate students.
* Coordinate and/or collaborate on at least two (2) services or events per quarter at the EWU Spokane Campus.
* Serve as the EWU Spokane Campus liaison for all students to the ASEWU.
* Meet and/or communicate with the Associated Students of Washington State University-Spokane (ASWSU-S) and work to maintain the relationship between ASEWU and ASWSU-S.
* Collaborate quarterly with the Washington Student Association (WSA), to advocate on education and legislative issues for graduate students.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Legislative Affairs** 

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty, staff, the city of Cheney and legislators in Olympia regarding issues and policies pertaining to students. They shall conduct various forms of student outreach pertaining to state-level government involvement; supporting the legislative liaison while they lobby in Olympia; recruiting students to attend lobby day and advocating for the needs of students for legislative changes. Lastly, the representative will meet with students to address their needs and concerns. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Legislative Affairs***

* Meet and/or communicate at least three (3) times per quarter one-on-one with the ASEWU legislative liaison,the EWU director of Governmental Relations,and/or any other necessary individual to obtain information of ASEWU Council interest and pertinent to said position and their responsibilities.
* Communicate during fall quarter with the legislators from district six (6) or legislative staff and attempt to bring them to campus.
* Meet one (1) time per quarter with the Office of Financial Aid regarding all state and federal financial aid services and present information relative to students at an ASEWU work session or Council meeting.
* Attend Washington Student Association (WSA) State Board of Directors and general assembly meetings.
* In cooperation with the ASEWU legislative liaison and the Student Legislative Action Committee, coordinate ASEWU’s Lobby Day to Olympia and construct the ASEWU legislative agenda with approval from the Council before the start of legislative session.
* Assist in researching and obtaining information needed by the ASEWU legislative liaison when the liaison is on campus and while lobbying in Olympia.
* Attend Cheney City Council meetings and communicate monthly with the Council chair.
* Chair all meetings of the Student Legislative Action Committee (SLAC).
* Coordinate a voter registration drive fall and spring quarters for both the EWU Spokane and Cheney campuses.
* Administer the operations of the ballot box owned by the ASEWU during all elections on the city, state and federal level.
* Collaborate with the legislative liaison to each create a separate transition packet that covers any bills lobbied for; legislative topics supported; connections with legislators; any relevant information for successful political relations and ideas on how to foster a more cohesive relationship between the two (2) positions. This is completed during spring quarter and/or after the legislative session.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Student Activities**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to student involvement, campus activities and community engagement. The student representative also serves as the voice for student concerns and issues as it relates to student organizations. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Student Activities***

* Meet no less than twice per quarter with the director of Student Engagement, the advisor for student organizations, andthe director of EPIC.
* Attend Eagle Entertainment and Residence Hall Association (RHA) meetings no less than once a month and report information to ASEWU as necessary.
* Communicate monthly with the Office of Community Engagement and assist with the promotion of at least two (2) of their events per quarter.
* Communicate monthly with EPIC and the director of Campus Recreation programs.
* Chair a minimum of two (2) ASEWUstudent organizationmeetings at the Cheney and/or EWU Spokane Campus per quarter and maintain an accurate record of attendance at said meetings.
* Host a club officer informational meeting during fall and spring quarters.
* Serve on the university homecoming and family weekend committees.
* Coordinate with the advisor for student organizations in planning student organization fairs once per quarter on the EWU Cheney campus and coordinate with the advisor for Campus Programs at EWU Spokane once each academic year on the EWU Spokane Campus.
* Meet and/or communicate with EWU’s Theatre, Music, Art, and Radio-Television programs a minimum of two (2) times per quarter and assist with the promotion of at least three (3) of their events per year.
* Assist the finance vice-president with the coordination and tallying of student organization funding point system.
* Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to student activities.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Student Health   
and Safety Services**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the health and well-being of students. The representative serves as the voice for students in matters related to safety procedures and health services provided by the university. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Student Health and Safety Services***

* Meet at least three (3) times per quarter one-on-one with the director of Health, Wellness and Prevention Services (HWPS),the chief of EWU police, and/or other official, individual, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
* Chair the Student Needs Advisory Committee(SNAC).
* Serve on a university health committee and/or a safety committee and report their progress and activities to the ASEWU Council.
* Meet and/or communicate at least two (2) times per quarter with the director/manager for each of the following—Disability Support Services (DSS); Counseling and Psychological Services (CAPS); Student Rights and Responsibilities (SRR) and the Student Care Team located in Student Life.
* Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to health and student safety.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Student Services**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the various services provided by the university to students. The Council representative serves as the voice for students in matters related to financial aid; dining services; parking and transportation services; housing and residential life; childcare; environmental issues and sustainability. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Student Services***

* Meet at least three (3) times per quarter one-on-one with the vice president for Student Affairs or designee and/or other official, individual, to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
* Weekly, or as necessary, attend or send a designee to the Parking Appeals Board meetings and provide monthly reports to the ASEWU Council as to the status of the board and to ensure students’ interests and concerns are satisfactorily being met.
* Meet and/or communicate weekly or as necessary with the director of Dining Services; director of Auxiliary Services and the director of the EWU Children’s Center.
* Attend the University Commencement Planning Committee meetings.
* Chair the Food Service Committee meetings.
* Chair the Student Transportation Fee Committee (STrFC) meetings.
* Attend the Childcare Advisory Board to the vice president of student affairs meetings.
* Research and collectively collaborate any student issue, and/or concern regarding financial aid, housing, residential life, dining services, environmental concerns/issues, childcare, transportation and parking at both the Cheney and EWU Spokane campuses.
* Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to transportation, food services, financial aid, housing or environmental issues.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Council Representative for Technology and International Advancement**

**Summary of Functions**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the technology provided to students. The Council representative serves as the voice for students in matters related to technology fee, library circulation and academic systems technology at the EWU Cheney and Spokane campuses. The representative is also responsible for international advancement at the university and works with university students who are studying abroad. This individual serves as a student liaison to the Office of Global Outreach and Engagement. Limited supervision under the VP for Student Affairs.

This is a student government position. Traditionally, ASEWU Council representatives are elected officers and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for Council Representatives***

* Candidates and/or applicants for a Council representative position must be currently enrolled in at least six (6) credit hours at EWU when a candidate and/or applicant for the said position and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for a Council representative position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to said position.
* During a member’s tenure in office, the ASEWU Council representative must be a student of the university and is enrolled in at least six (6) credit hours and maintains a 2.5 cumulative grade point average or better at the university.

***General Requirements for Council Representatives***

* Applicants and/or candidates should be well versed about the campus community and have an established network of university contacts and community resources.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for a Council representative position possess an open mind and are able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for Council Representatives***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and assigned ASEWU standing committees. Each quarter there are six (6) work sessions and six (6) Council business meetings. Special sessions may also be called.
* Research and address problems and/or issues pertinent to their respective department and of concern to the ASEWU Council.
* Keep a written record of all resources and activities pertinent to their respective position.
* Provide the ASEWU Council input on related councils, committees, etc. pertinent to their respective position.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Council representatives are required to establish, maintain and document a minimum of twelve (12) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU executive vice-president.
* Prepare a written quarterly departmental evaluation for the ASEWU executive vice president.
* Prepare a written monthly and quarterly report in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* The outgoing Council representative will plan at least two (2) transitional meetings with their respective incoming representative-elect in order to familiarize the newly elected member with the responsibilities and benefits of their position.

***Responsibilities for the Council Representative for Technology and International Advancement***

* Meet at least one (1) time per quarter one-on-one with the technical support services supervisor that oversees student technology.
* Meet one-on-one with the chief information officer at least two (2) times per quarter.
* Meet and/or communicate at least three (3) times per quarter one-on-one with the student technology fee consultants and/or other officials, individuals, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
* Communicate at least one (1) time per quarter with the discovery services and systems librarian.
* Meet and/or communicate at least two (2) times per quarter with the director of EWU Spokane Student Services and an information technology professional.
* Chair the Student Technology Fee Committee (STFC).
* Attend or send designee to the Academic Committee for Innovation and Technology (ACIT).
* Meet at least one (1) time per quarter one-on-one with the director of Global Outreach and Engagement.
* Attend at least one (1) meeting per quarter with at least two (2) international focused student organizations.
* Quarterly (excluding summer term) attend two (2) international related events or programs.
* Host and/or collaborate one (1) event per academic year that provides information and/or services to students related to technology or international students.
* Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

***Mandatory Leadership Training for Council Representatives***

* Council representatives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, representatives are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The Council representative receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU President**

**Summary of Functions**

The primary responsibility of the ASEWU president is to serve as the chief executiveofficer and representative spokesperson on behalf of the ASEWU Council. The ASEWU president is also responsible for executing ASEWU Council and judicial decisions. This individual is a member of the ASEWU Council. Limited supervision under the VP for Student Affairs

This is a student government position. Traditionally, the ASEWU president is an elected officer and serves a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for ASEWU Executive Officers***

* Candidates and/or applicants for an ASEWU executive officer position must be **currently** enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for the ASEWU president—which is an executive position—must have a minimum of three [3] quarters as a full time student (defined as twelve [12] or more credits if an undergraduate or ten [10] or more credits if a graduate student) at a higher education institution, which is to occur within three [3] years prior to the scheduled election, and at least one [1] quarter of attendance at the university **immediately prior** to the election and/or appointment to the position.
* During a member’s tenure in office, the ASEWU president must be a student at EWU and be enrolled for at least six (6) credit hours for each quarter/semester (excluding summer term) and maintain a 2.5 cumulative grade point average or better at the university.

***General Requirements for ASEWU Executive Officers***

* Applicants and/or candidates should be willing to take the initiative.
* Applicants and/or candidates should have a interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for an executive position should have an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for ASEWU Executive Officers***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and executive staff meetings. Each quarter there are six (6) work sessions and six (6) Council business meetings.
* ASEWU executive officers are required to establish, maintain and document a minimum of nineteen (19) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU Superior Court chief justice.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Prepare written biweekly, monthly and quarterly reports in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.

***Responsibilities of the ASEWU President***

* The ASEWU president shall attend all regularly scheduled meetings of the following.

1. The Board of Trustees of Eastern Washington University.
2. The University President's Cabinet.
3. Washington Student Association (WSA) General Assembly meetings.
4. University Recreation Center Governance Board.
5. The EWU Foundation Board or send an ASEWU designee—preferably an ASEWU executive member.

* Meet and/or communicate monthly with the dean of students or their designee.
* Meet monthly with the director of Student Engagement or their designee.
* Meet with the student member of the EWU Board of Trustees prior to every scheduled EWU Board of Trustees meeting.
* Communicate biweekly with the ASEWU Council representative for academic affairs following meetings of the Faculty Senate.
* Approve for appointment ASEWU members to university committees.
* Ensure that ASEWU cabinet meetings are scheduled monthly during the academic year and attend all ASEWU cabinet meetings.
* Meet one-on-one with each ASEWU cabinet member on a monthly basis.
* Attend all university homecoming committee meetings during regular working terms.
* Ensure that reports required by the Secretary of State for the state of Washington are filed on an annual basis for the purpose of maintaining the incorporation of ASEWU as outlined in the current Bylaw 111.
* Meet biweekly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outlined in the ASEWU Constitution and Bylaws and ensure that the ASEWU cabinet members are complying with requirements outlined in the ASEWU Constitution and Bylaws.
* Collaborate with the chief justice to collect necessary documentation to conduct the twice-annual performance evaluations of each associate justice as outlined in Bylaw 108 and schedule the evaluations with the necessary members.
* Monitor the contributions and ensure the promotion of the ASEWU Endowment Scholarship as outlined in Bylaw 801.
* The ASEWU president will make appointments in an expeditious manner with the advice andconsent of the ASEWU Council.
* The ASEWU president or their designee will supervise all ASEWU elections and be responsible for validating all positions.

***Mandatory Leadership Training for ASEWU Executives***

* The ASEWU executives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, the executive members are required to attend and participate in scheduled leadership training sessions, retreats and workshops held during their tenure in office.

**Compensation and Start of Term in Office**

The ASEWU president receives $3,670.00 per quarter—fall, winter and spring. The position requires nineteen (19) hours per week during the academic year. Hours are not required during quarterly breaks. Compensation is also provided for the summer term, which is the month of August. For this five-week period, the president commits to nineteen (19) hours a week and receives $1,600 for the month.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Executive Vice President**

**Summary of Functions**

The primary responsibility of the ASEWU executive vice president is to address all administrative matters as it pertains to the ASEWU Council as well as chairing the ASEWU Council business meetings. This individual is a member of the ASEWU Council. Limited supervision under the VP for Student Affairs

This is a student government position. Traditionally, the ASEWU executive vice president is an elected officer and serve a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for ASEWU Executive Officers***

* Candidates and/or applicants for an ASEWU executive officer position must be **currently** enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for the ASEWU executive vice president—which is an executive position—must have a minimum of three [3] quarters as a full time student (defined as twelve [12] or more credits if an undergraduate or ten [10] or more credits if a graduate student) at a higher education institution, which is to occur within three [3] years prior to the scheduled election, and at least one [1] quarter of attendance at the university **immediately prior** to the election and/or appointment to the position.
* During a member’s tenure in office, the ASEWU executive vice president must be a student at EWU and be enrolled for at least six (6) credit hours for each quarter (excluding summer term) and maintain a 2.5 cumulative grade point average or better at the university.

***General Requirements for ASEWU Executive Officers***

* Applicants and/or candidates should be willing to take the initiative.
* Applicants and/or candidates should have a interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for an executive position should have an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for ASEWU Executive Officers***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and executive staff meetings. Each quarter there are six (6) work sessions and six (6) Council business meetings.
* ASEWU executive officers are required to establish, maintain and document a minimum of nineteen (19) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU Superior Court chief justice.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Prepare written biweekly, monthly and quarterly reports in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.

***Responsibilities of the ASEWU Executive Vice President***

* The ASEWU executive vice president chairs ASEWU Council business meeting and work sessions; prepares the agenda for said meetings; prepares the schedule of all regular meetings for fall, winter and spring quarters, with the advice and consent of the ASEWU Council.
* The ASEWU executive vice president appoints a Council clerk, with the advice and consent of the ASEWU Council.
* The ASEWU executive vice president has voting rights on Council for the purpose of breaking a tie between the representativemembers, when necessary.
* The ASEWU executive vice president assumes the duties of the ASEWU president in the event of the president’s absence or disability.
* Meet one-on-one twice a quarter with each ASEWU Council representative and the ASEWU Council clerk.
* Attend all meetings of the Pence Union Building Board (PUB Board) and serve as the chair of this board.
* Meet monthly, and as necessary, with the director of the Pence Union Building.
* During the first month of fall quarter, meet with PUB tenants and communicate with them when necessary.
* Meet and/or communicate monthly with the dean of students or designee.
* Meet monthly with the director of Student Engagement.
* Attend all university homecoming committee meetings during the academic year as well as those during the defined summer term.
* Ensure the minutes for work sessions and Council meetings are prepared and presented for approval at the next scheduled Council meeting.
* Meet biweekly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outlined in the ASEWU Constitution and Bylaws and ensure that the ASEWU Council representatives and the Council clerk are complying with their requirements as outlined in the ASEWU Constitution and Bylaws.
* Fulfill the job responsibilities of vacant ASEWU Council representative positions as outlined in Bylaw 107.
* Be familiar with the latest edition of *Robert’s Rules of Order Newly Revised.*

***Mandatory Leadership Training for ASEWU Executives***

* The ASEWU executives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, the executive members are required to attend and participate in scheduled leadership training sessions, retreats and workshops held during their tenure in office.

**Compensation and Start of Term in Office**

The ASEWU executive vice president receives $3,670.00 per quarter—fall, winter and spring. The position requires nineteen (19) hours per week during the academic year. Hours are not required during quarterly breaks. Compensation is also provided for the summer term, which is the month of August. For this five-week period, the executive vice president will commit to nineteen (19) hours a week and receive $1,600 for the month.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Finance Vice President**

**Summary of Functions**

The primary responsibility of the ASEWU finance vice presidentis responsible for the management of all ASEWU money and properties. This individual is a member of the ASEWU Council.

This is a student government position. Traditionally, the ASEWU finance vice president is an elected officer and serves a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for ASEWU Executive Officers***

* Candidates and/or applicants for an ASEWU executive officer position must be **currently** enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Candidates and/or applicants for the ASEWU finance vice president—which is an executive position—must have a minimum of three [3] quarters as a full time student (defined as twelve [12] or more credits if an undergraduate or ten [10] or more credits if a graduate student) at a higher education institution, which is to occur within three [3] years prior to the scheduled election, and at least one [1] quarter of attendance at the university **immediately prior** to the election and/or appointment to the position.
* During a member’s tenure in office, the ASEWU finance vice president must be a student at EWU and be enrolled for at least six (6) credit hours for each quarter (excluding summer term) and maintain a 2.5 cumulative grade point average or better at the university.

***General Requirements for ASEWU Executive Officers***

* Applicants and/or candidates should be willing to take the initiative.
* Applicants and/or candidates should have a interest in advocating for student interests and voice.
* It is also recommended that individuals running or applying for an executive position should have an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for ASEWU Executive Officers***

* Attend regularly scheduled meetings of the ASEWU Council, which includes ASEWU Council business meetings, work sessions and executive staff meetings. Each quarter there are six (6) work sessions and six (6) Council business meetings.
* ASEWU executive officers are required to establish, maintain and document a minimum of nineteen (19) office hours per week (excluding finals week) for each academic quarter (fall, winter and spring).
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU Superior Court chief justice.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Prepare written biweekly, monthly and quarterly reports in the format determined by the ASEWU executive vice president.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.

***Responsibilities of the ASEWU Finance Vice President***

* Attend all meetings of the ASEWU Finance Committee and serve as the chair of this committee.
* Attend all meetings of the Services and Activities Fee Committee. The finance vice president responsible for organizing the first meeting of this committee during fall quarter and seeking appointment as chair (RCW 28B.15.044).
* Attend all meetings of the Student Transportation Fee Committee.
* Attend all meetings of the Student Technology Fee Committee.
* Serve as the student representative at all of the University Budget Committee meetings.
* Meet monthly with the director for Budget and Administrative Services or their designee.
* Communicate monthly, and as necessary, with a member of the Student Accounting office for updates regarding supplemental budget requests approved by the ASEWU Council.
* Meet monthly with the dean of students or designee and communicate weekly about the financial expenditures of the ASEWU.
* Meet with a representative of each new student organization once established should those members reach out or are referred by the Student Engagement office.
* Attend the first ASEWU student organization meeting during each quarter and provide a presentation on how student organizations can receive funding.
* Meet with each student or student organization who has been approved for supplemental/co-sponsorship funding from the ASEWU and educate them about the process of receiving those funds.
* Seek approval of the ASEWU Council prior to submission of the Services and Activities Fee Committee budget proposal for the following fiscal year.
* Receive requests for co-sponsorship with the ASEWU Council, both monetarily and through assistance, must be formally presented by those seeking co-sponsorship.
* On a monthly basis, the ASEWU finance vice presidentwill present to the ASEWU Council a detailedfinancial statement summarizing ASEWU funds.
* ASEWU finance vice presidentsupervises the expenditures of ASEWU funds.
* Prepare and distribute all supplemental budget requests that have been submitted at least twenty-four (24) hours prior to the next scheduled ASEWU Finance Committee meeting to the members of the committee for review.
* Present to the ASEWU Council for approval all supplemental budget requests received by the ASEWU Finance Committee with the advice of said committee.
* Meet biweekly with the ASEWU Superior Court chief justice to receive assistance and review requirements as outlined in the ASEWU Constitution and bylaws.

***Mandatory Leadership Training for ASEWU Executive Officers***

* The ASEWU executives are required to participate in the annual fall leadership training which occurs approximately two weeks prior to the start of fall quarter.
* Additionally, the executive members are required to attend and participate in scheduled leadership training sessions, retreats and workshops held during their tenure in office.

**Compensation and Start of Term in Office**

The ASEWU finance vice president receives $3,670.00 per quarter—fall, winter and spring. The position requires nineteen (19) hours per week during the academic year. Hours are not required during quarterly breaks. Compensation is also provided for the summer term, which is the month of August. For this five-week period, the finance vice president will commit to nineteen (19) hours a week and receive $1,600 for the month.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Superior Court Associate Justice**

**Summary of Functions**

The purpose of the ASEWU Superior Court is to serve as a court of equity, the highest appellate court in the student government judicial system and has the full powers of judicial review. However, its associate justices are charged with examining questionable bylaws and constitutional amendments and ensure that the ASEWU Council does not violate the ASEWU Constitution, its bylaws, the EWU Student Code of Conduct,orany local, state or federal law. Limited supervision under the VP for Student Affairs

This is a student government position. The associate justice is an appointed member. Students selected for this position may serve an associate justice for the duration of their academic tenure at EWU; until they no longer meet the academic qualifications; or they resign from the position.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Superior Court Associate Justice***

* Applicants for the associate justice position must be currently enrolled in at least six (6) or more credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Applicants for the associate justice position must have successfully completed at least one (1) quarter of study at EWU immediately prior to the appointment to said position.
* During a member’s tenure as an associate justice, they must be a student of the university and enrolled in at least six (6) credit hours and maintain a 2.5 cumulative grade point average or better each quarter, excluding summer term, at the university.

***General Requirements for the ASEWU Superior Court Associate Justices***

* Be familiar with the ASEWU Constitution, bylaws, the latest edition of *Robert’s Rules of Order Newly Revised,* the ASEWU Code of Ethicsand the EWU Student Conduct Code.
* Applicants should have a desire to advocate for student needs and concerns.
* It is also recommended that individuals applying for this position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for ASEWU Superior Court Associate Justices***

* Establish and maintain a minimum average of twelve (12) hours per week—excluding finals week—for each academic quarter (fall, winter and spring). Office hours will not be required during scheduled performance evaluations.
* Attend regularly scheduled meetings of the ASEWU Superior Court. Each quarter there are six (6) meetings. Meetings are not held during summer term.
* Attend scheduled hearings and sessions.
* Attend one (1) ASEWU Council meeting or work session per quarter.
* Serve on two (2) committees of the ASEWU and/or the university, ensuring that a member of the Court is present at Pence Union Building Board (PUB Board), the Residency Appeals Committee, University Recreation Center Governance Board (URCGB), Finance Committee and Academic Appeals meetings.
* During the academic year, each associate justice will prepare a monthly report.
* On a monthly basis, the associate justice will meet with their assigned ASEWU members to assist them in understanding their job responsibilities and reviewing their duties as it relates to the ASEWU Constitution and Bylaws.
* Attend at least one (1) ASEWU hosted event per quarter, excluding summer term. This event cannot be one hosted by the ASEWU Superior Court.
* Serve on the Student Disciplinary Council when requested by the ASEWU Superior Court chief justice.
* As delineated in the current Bylaw 707, conduct twice annual reviews.
* Participate in the performance evaluations conducted by the review board for justices as outlined in Bylaw 708.
* Attend at least two (2) non-ASEWU and/or ASEWU Superior Court hosted events per quarter (excluding summer quarter) that the associate justice is not a current member of or has any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU Superior Court chief justice.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.
* Other duties as assigned by the ASEWU Superior Court chief justice.

***Mandatory Leadership Training for ASEWU Superior Court Associate Justices***

* ASEWU Superior Court associate justices are required to participate in the annual fall leadership training which occurs approximately two (2) weeks prior to the start of fall quarter with the ASEWU Council members.
* Additionally, associate justices are required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

There are three associate justices on Court. Each associate justice receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Director of Elections**

**Summary of Functions**

The primary responsibility of the ASEWU director of elections is to organize and manage the entire student government election process. Limited supervision under the VP for Student Affairs

This is a student government position. The ASEWU director of elections is a president’s cabinet position and one that is appointed by Council. This individual serves a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Director of Elections***

* Applicants for the director of elections position must be currently enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Applicants for the director of elections position must have successfully completed at least one (1) quarter/semester of study at EWU immediately prior to appointment to said position.
* During the member’s tenure in office, the director of elections must be a student at the university and enrolled in at least six (6) credit hours each quarter/semester and maintain a 2.5 cumulative grade point average or better at the university—excluding summer term.

***General Requirements for the ASEWU Director of Elections***

* The student should be able to work independently, is a self-starter and is dependable.
* Applicants and/or candidates should have a strong interest in advocating for student interests and voice.
* It is also recommended that individuals applying for the director of elections position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***Responsibilities for the ASEWU Director of Elections***

* During the academic school year, maintain a minimum of twelve (12) office hours a week—excluding finals week.
* Be thoroughly versed and knowledgeable of the ASEWU Constitution and Bylaws specifically those sections dealing with the ASEWU student elections.
* Prepare on the ASEWU website an ASEWU elections information page for prospective candidates. Information online should include access to the ASEWU Constitution and Bylaws that directly relates to the student elections, policies and guidelines that affect the way candidates campaign, compile a general candidate information, declaration of candidacy, eligibility and electronic waiver forms.
* Meet and coordinate with the developer and manager of the ASEWU election tabulation program by the end of the fourth week of winter quarter.
* Meet and coordinate with the chief housing officer or their designee to schedule when and how candidates can campaign in the residence hall system.
* If available, collaborate with the ASEWU media and graphic designer to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each event.
* Advertise and recruit EWU students to run and campaign for student government office.
* Determine and verify the eligibility of candidates for their respective position.
* Coordinate, plan, and execute the candidates' information session, the general election student forum, and any additional candidate receptions, or "meet and greet" events or programs.
* Plan, present, and seek the approval of the ASEWU Council of prospective polling stations.
* Reserve space, tables, and chairs for the individual polling stations by completing the necessary paperwork through EagleSync at least three (3) weeks prior to any event.
* Reserve laptops from the Library for both the primary and general election at least two (2) weeks prior to the start of the given election period (e.g. primary, general or special election).
* Recruit and formally seek approval from Council EWU students to serve on the ASEWU Election Board.
* In conjunction with the ASEWU Superior Court, provide training for Election Board members.
* Coordinate the publication of the ***ASEWU Voters' Pamphlet***.
* Recruit students to serve as election clerks.
* Advertise and encourage EWU students to vote.
* Inform and educate the student population of any constitutional amendments, initiatives, or referendums on the ballot.
* Post unofficial election results in the ASEWU office suite and on the ASEWU website.
* Mediate any grievances filed by candidates or other parties.
* Present primary, general and/or special elections results at the appropriate ASEWU Council meeting for certification once all grievances have been addressed and/or mediated.
* Maintain permanent election files which include candidates running; advertising documents; the ***ASEWU Voters’ Pamphlet***; articles in newspapers; grievances filed and resulting action; election results; written reports (biweekly, monthly and quarterly) and their transition packet materials. These documents should be uploaded to the assigned ASEWU Google drive location.
* Submit monthly and quarterly written reports of accomplishments and other job related assignments and projects to the ASEWU president. At the completion of the cabinet member's tenure in office, the member will submit a final written report summarizing the ASEWU elections, projects, events and research conducted by the member to the ASEWU president and Council.
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer term) that the cabinet member is not a current member of or has any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU president.
* Attend at least one (1) ASEWU Council meeting per quarter.
* Prepare a written transition packet in a pre-determined format.
* Other duties as assigned by the ASEWU president.

***Mandatory Leadership Training for the ASEWU Director of Elections***

* The ASEWU director of elections is required to participate in the annual fall leadership training, which occurs approximately two (2) weeks prior to the start of fall quarter.
* Additionally, the director of elections is required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The ASEWU director of elections receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Media and Graphic Designer**

**Summary of Functions**

The primary responsibility of the ASEWU media and graphic designer is to manage the ASEWU’s advertising media and produce advertising posters, flyers and other social media materials. Limited supervision under the VP for Student Affairs

This is a student government position. The ASEWU media and graphic designer is a president’s cabinet position and one that is appointed by Council. This individual serves a one (1) year term.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Media and Graphic Designer***

* Applicants for the media and graphic designer position must be currently enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Applicants for the media and graphic designer position must have successfully completed at least one (1) quarter/semester of study at EWU immediately prior to appointment to said position.
* During the member’s tenure in office, the media and graphic designer must be a student at the university and enrolled in at least six (6) credit hours each quarter/semester and maintain a 2.5 cumulative grade point average or better at the university—excluding summer term.

***General Requirements for the ASEWU Media and Graphic Designer***

* The student should be able to work independently, is self-motivated, dependable and organized.
* It is also recommended that individuals applying for the media and graphic designer position possesses an open mind and is able to work as part of a team.
* The individual should have a foundational background and possess technical skills in computer graphics; possesses an understanding of visual communication design; have the knowledge and skills to plan, design and produce logical and effective web pages and other digital media.
* Demonstrate skills in taking digital photos and videotaping.
* Possesses the ability to skillfully incorporate YouTube through various avenues of communication media—e.g. web pages, marketing and social media sites.
* Demonstrates a technical and working knowledge of the Adobe Suite.
* Possesses a good command of the English language and demonstrates excellent proofreading skills.

**Major Duties and Responsibilities**

***Responsibilities of the ASEWU Media and Graphic Designer***

* During the academic school year, maintain a minimum of twelve (12) office hours a week—excluding finals week.
* Prepare media and graphic materials to advertise student government meetings, forums, activities, programs and the ASEWU student elections in a timely manner.
* Review, develop and keep record of all completed graphic design and social media request forms submitted by members of the ASEWU and student organizations.
* Collaborate with the ASEWU director of elections to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each election related event.
* Ensure that the ASEWU program support supervisor receives all completed ASEWU media and graphic materials requested by ASEWU members.
* Establish and communicate to ASEWU members and student organizations a process to request media and graphic materials with a reasonable deadline.
* Provide assistance to student organizations in advertising their programs, events and activities.
* Support in advertising the events of student organizations through social media platforms as requested.
* Create and post all information to the ASEWU social media sites and other electronic forms of communication as necessary or requested. Develop a plan to have multiple posts of the event at least two (2) weeks prior to that event in coordination with the ASEWU president or designee.
* Be educated on EWU’s campus posting policies.
* Attend at least one [1] ASEWU student organization meeting per quarter to promote the services of advertising and creating materials for student organizations.
* Assist with one (1) ASEWU tabling event each quarter
* Attend all ASEWU cabinet meetings.
* Attend at least one (1) ASEWU Council meeting per quarter.
* Attend at least two (2) non-ASEWU hosted events per quarter (excluding summer term) that the cabinet member is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This may include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. Each event must be approved in writing by the ASEWU president.
* Submit monthly and quarterly written reports of accomplishments and other job related assignments and projects to the ASEWU president. At the completion of the cabinet member's tenure in office, the member will submit a final written report summarizing their projects, events and research conducted by the member to the ASEWU president and Council.
* Maintain permanent files of biweekly, monthly and quarterly written reports; posters, flyers or sandwich boards and social media posts generated for ASEWU student government; advertising materials generated for student organizations; advertising materials and documents generated specifically for the ASEWU elections; any other written documents produced for student government; and the member’s written transition packet. The aforementioned documents must be uploaded to the assigned ASEWU Google drive location.
* Prepare a written transition packet in a pre-determined format.
* Other duties as assigned by the ASEWU president.

***Mandatory Leadership Training for the ASEWU Media and Graphic Designer***

* The ASEWU media and graphic designer is required to participate in the annual fall leadership training that occurs approximately two (2) weeks prior to the start of fall quarter.
* Additionally, the media and graphic designer is required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in office.

**Compensation and Start of Term in Office**

The ASEWU media and graphic designer receives $2,300 per quarter. The position requires twelve (12) hours per week during the academic year. Hours are not required during quarterly breaks.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Office Assistant**

**Summary of Functions**

The primary responsibility of an office assistant for the ASEWU is to provide clerical office support and technical support as it relates to the functioning and operation of Eastern’s student government. Limited supervision under the VP for Student Affairs

This is an hourly paid position in the student government office.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Office Assistant***

* Applicants for the office assistant position must be currently enrolled in at least six (6) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* During the member’s tenure in office, the ASEWU office assistant must be a student at the university and enrolled in at least six (6) credit hours and maintain a 2.5 cumulative grade point average or better at the university—excluding summer term.

***General Requirements for the ASEWU Office Assistant***

* Applicants for this position must be proficient in Microsoft Office applications such as Word, Excel and PowerPoint.
* The student should have exceptional organizational skills.
* The student should be able to work independently, is a self-starter and is dependable.
* It is recommended that applicants have a working knowledge of design software as well as basic photo editing skills.
* The applicant should possess research skills and abilities.

**Major Duties and Responsibilities**

***Responsibilities for the ASEWU Office Assistant***

* Provide clerical office support as it relates to the functioning and operation of the ASEWU office. Clerical support includes, but is not limited to, answering, making and returning calls; making copies and collating when necessary of bills, bylaws, minutes, correspondence, reports and other Council related documents; answering, making and returning calls; composing general memorandums and letters; greeting and answering questions from students, the university community and the general public.
* When needed, the office assistant will take the minutes for ASEWU Council related meetings (e.g. ASEWU Council business meetings, work sessions, Review and Proposal, the ASEWU Finance Committee, PUB Board, the ASEWU Superior Court meetings and hearings), and maintain historical information on the current ASEWU Council and related committees.
* Maintain the ASEWU files.
* Prepare publicity materials including, but not limited to, posters, table tents, postcards, sandwich boards or other directional signage.
* Provide staffing at ASEWU tabling events and programs, e.g. student resource fairs, NeighborFest, admitted student days, new student orientation, student organization fairs.
* Post flyers and run errands to campus locations.
* Work on special projects as assigned by the ASEWU program support supervisor.
* Perform other duties as assigned by the ASEWU program support supervisor.

**Compensation and Start of Term in Office**

The office assistant for the ASEWU will receive the current established hourly rate as determined by the state of Washington. The position is approximately fifteen (15) hours per week during the academic year.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Superior Court Chief Justice**

**Summary of Functions**

The purpose of the ASEWU Superior Court is to serve as a court of equity, the highest appellate court in the student government judicial system and has the full powers of judicial review. Its membership—associate justices and chief justice—are charged with examining questionable bylaws and constitutional amendments and ensuring that the ASEWU Council does not violate the ASEWU Constitution, its Bylaws, the EWU Student Code of Conduct,orany local, state or federal law. From this membership of appointed associate justices that one (1) member is selected to serve as the chief justice. Limited supervision under the VP for Student Affairs

This is a student government position. The individual selected for this position may serve an associate justice and/or chief justice for the duration of their academic tenure at EWU; until they no longer meet the academic qualifications; or they resign from the position.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Superior Court Associate Justice***

* Applicants for the associate justice position must be currently enrolled in at least six (6) or more credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* Applicants for the associate justice position must have successfully completed at least one (1) quarter/semester of study at EWU immediately prior to appointment.
* During a member’s tenure as an associate justice, they must be a student at the university and enrolled in at least six (6) credit hours and maintain a 2.5 cumulative grade point average or better each quarter/semester at the university, excluding summer term.

***General Requirements for the ASEWU Superior Court Associate Justice***

* Be familiar with the ASEWU Constitution, Bylaws, the latest edition of *Robert’s Rules of Order Newly Revised,* the ASEWU Code of Ethicsand the EWU Student Conduct Code.
* Applicants should have a desire to advocate for student needs and concerns.
* It is also recommended that individuals applying for this position possesses an open mind and is able to work as part of a team.

**Major Duties and Responsibilities**

***General Responsibilities for ASEWU Superior Court Associate Justice***

* Attend scheduled hearings and sessions.
* Serve on two (2) committees of the ASEWU and/or the university, ensuring that a member of the Court is present at Pence Union Building Board (PUB Board), the Residency Appeals Committee, University Recreation Center Governance Board (URCGB), Finance Committee and Academic Appeals meetings.
* During the academic year, each associate justice will prepare a monthly report.
* On a monthly basis, the associate justice will meet with their assigned ASEWU members to assist them in understanding their job responsibilities and reviewing their duties as it relates to the ASEWU Constitution and Bylaws.
* Attend at least one (1) ASEWU hosted event per quarter, excluding summer term. This event cannot be one hosted by the ASEWU Superior Court.
* Serve on the Student Disciplinary Council when requested by the ASEWU Superior Court chief justice.
* As delineated in the current Bylaw 707, conduct twice annual evaluations.
* Participate in the performance evaluations conducted by the review board for justices as outlined in the current Bylaw 708.
* Prepare a written transition packet in a format outlined by the ASEWU executive vice president.
* Maintain and upload composed documents to the assigned ASEWU Google drive location.

***Responsibilities for ASEWU Superior Court Chief Justice***

* Establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and nineteen (19) hours per week during the defined summer term, provided that the chief justice chooses to work during this term. Office hours will not be required during scheduled performance evaluations.
* Attend ASEWU Council meetings and work sessions in addition to special and executive sessions. The chief justice will present weekly reports addressing Court business and concerns during these sessions.
* Attend all Review and Proposal committee meetings and assist with authoring/changing of the 700 Bylaw series, when needed.
* Meet three (3) times per quarter with the dean of students or designee.
* Chair and attend regularly scheduled meetings of the ASEWU Superior Court. Each quarter there are six (6) meetings. Meetings are conducted held during summer term.
* Provide to members of the ASEWU Council with training pertaining to ASEWU Bylaws, ASEWU Constitution and applicable Washington State law relevant to the ASEWU Council.
* Meet three (3) times per quarter with the director of student rights and responsibilities or designee to serve as a liaison between this administrative body and student government.
* Ensure that an associate justice attends all Pence Union Building Board (PUB Board), the Residency Appeals Committee, Finance Committee, University Recreation Center Governance Board (URCGB) and Academic Appeals meetings.
* Ensure that members of the ASEWU Superior Court are adhering to their job requirements as outlined in the current Bylaw 701 and following current court disciplinary procedures as needed.
* Facilitate in the training of members of the ASEWU Election Board before the start of the ASEWU election season.
* Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer term) that the ASEWU Superior Court chief justice is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved in writing by an ASEWU executive officer.
* Individually, meet biweekly with the ASEWU president, executive vice president, finance vice president and speaker pro tem and to assist them in understanding their job responsibilities and reviewing their duties as it relates to the ASEWU Constitution and Bylaws.
* Provide the ASEWU president with a written performance appraisal of each member of the ASEWU Superior Court to date three (3) business days after the twice-annual performance evaluations when requested.
* Prepare a written transition packet in the format outlined by the ASEWU executive vice president.

***Mandatory Leadership Training for the ASEWU Superior Court Chief Justice***

* The ASEWU Superior Court chief justice is required to participate in the annual fall leadership training, which occurs approximately two (2) weeks prior to the start of fall quarter with the ASEWU Council members.
* Additionally, the chief justice is required to attend and participate in scheduled leadership training sessions, retreats and workshops during their tenure in the position.

**Compensation and Start of Term in Office**

The ASEWU Superior Court chief justices receives $3,670.00 per quarter—fall, winter and spring. The position requires nineteen (19) hours per week during the academic year. Hours are not required during quarterly breaks. The Superior Court chief justice may work during the summer term. If the individual **selects this option**, they will receive compensation for the summer term, which is the month of August. For this five-week period, the chief justice commits to nineteen (19) hours a week and receives $1,600 for the month.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.

**ASEWU Website and Office Specialist   
Work Study Position**

**Summary of Functions**

The primary responsibility of the website and office specialist is to manage the ASEWU website and provide technical assistance within the office as well as clerical support as it relates to the functioning and operation of Eastern Washington University’s student government.

This is an hourly paid position in the student government office. Determination of the number of hours to work is dependent upon the student’s work-study award for the academic year.

**Knowledge, Skills and Abilities**

***Academic Requirements for the ASEWU Website and Office Specialist***

* Applicants for the website and office specialist must be currently taking with plans of completing at least ten (10) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university.
* During the student’s tenure in the ASEWU, the website and office specialist must be taking with plans of completing at least ten (10) credit hours at EWU and have at least a 2.5 cumulative grade point average at the university each term they are working in the ASEWU—excluding summer term.

***General Requirements for the ASEWU Website and Office Specialist***

* The applicant must have applicable knowledge of the following programs—emails, web browsers, web editing software, desktop publishing, design programs—and photo-editing skills.
* The individual must be dependable, responsible and exercise good judgment.
* The student should demonstrate good customer service and communication skills.
* The individual should possess independent working skills; takes initiative; meets deadlines and demonstrates attention to details.
* The student should have exceptional organizational skills.
* Communicate and works well with students, members of the university community and the public.

**Major Duties and Responsibilities**

***Responsibilities for the ASEWU Website and Office Specialist***

* On a weekly basis maintain and update the ASEWU website and related links.
* Ensure that the ASEWU website complies and adheres with EWU’s technology related policies.
* Coordinate with the program support supervisor and plan how the ASEWU website can creatively feature and advertise the student member of the EWU Board of Trustees position.
* Work in collaboration with the director of elections before and during the ASEWU election season to establish an election web page and advertise election related events and programs.
* Provide clerical office support as it relates to the functioning and operation of the ASEWU office. Clerical support includes, but is not limited to, answering, making and returning calls; making copies and collating when necessary of bills, bylaws, minutes, correspondence, reports and other Council related documents; answering, making and returning calls; composing general memorandums and letters; greeting and answering questions from students, the university community and the general public.
* When requested, run errands to various campus locations.
* As needed, assist in setting up equipment for Facebook or Zoom meetings for ASEWU related meetings.
* As needed, take minutes at ASEWU standing committee meetings and other ASEWU related meetings.
* Other duties, not listed in this document, as assigned by the program support supervisor.

**Compensation and Start of Term in Office**

The website and office specialist work-study student for the ASEWU will receive the current established hourly rate as determined by the state of Washington. Determination of the number of hours to work is dependent upon the student’s work-study award for the academic year.

In this position you are subject to Eastern Washington University’s Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect this position, even if the conduct occurs beyond the scope of your position responsibilities.