# OCE Voter Engagement & Recruitment Coordinator

**Office of Civic Engagement**

**$15.35/hr**

**10-15 hrs/wk**

**4 quarters**

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**Term begins the Monday before Summer quarter begins and ends the Friday of the following Spring quarter. Employees may continue in position for additional years, depending on performance evaluation.**

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## ABOUT THE OFFICE

The AS Office of Civic Engagement (OCE) exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels and to promote effective citizenship and civic engagement through services, programs, and collaboration.

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## OFFICE RESPONSIBILITIES

- Maintain 10 regular posted office hours per week
- Provide voter education and registration info
- Plan short- and long-term goals with office staff
- Continually receiving feedback from participants of events and services
- Assist with the coordination of activities and tabling for all events
- Promote teamwork and collaboration throughout the OCE

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## ABOUT THE POSITION

This position is responsible for coordinating voter registration, get out the vote efforts, and facilitating all organizing efforts on campus. This position is also responsible for educating the campus community about issues regarding the primary and general elections and student issues at the local, state, and federal levels.

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## POSITION RESPONSIBILITIES

- Register students and encourage them to vote in all elections
- Train and supervise hourly voter registration staff
- Educate the campus community, in a non-partisan manner, about issues and candidates on upcoming ballots
- Work closely with the Washington Student Association (WSA) and the ASWWU VP for Governmental Affairs to educate students on WSA campaigns
- Serve as a voting member of the Legislative Affairs Council
- Work with other OCE staff to connect the student body to the ASWWU lobbying efforts in Olympia
### REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

### PREFERRED QUALIFICATIONS

- Knowledge of or experience with the voter registration process
- Experience organizing around a cause
- Experience successfully leading volunteers, peers, or employees
- Effective organizational and time management skills
- Ability to work independently and responsibly
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Ability to work within deadlines and problem solve
- Ability to identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position
- Ability to communicate in an effective manner that is welcoming to wide variety of people

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*This job description is subject to change in accordance with the AS Personnel Policy.*

*The Associated Students is an Equal Opportunity Employer.*

*Revised March 2021 by Personnel Director.*