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.

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.

ABOUT THE POSITION

The OCE Director is responsible for managing the overall operations of the OCE. This includes supervising and supporting the student staff of the OCE. In addition, the Director will work with university administration and faculty to coordinate efforts to promote effective citizenship and civic engagement.

POSITION RESPONSIBILITIES

• Supervise and assist in the work of all OCE staff
• Conduct one-on-one meetings with OCE staff at least every other week as well as manage all OCE employees
• Serve as budget coordinator for all OCE budgets, reviewing all expenditures and ensuring effective financial decisions
• Plan staff appreciation activities on a regular basis, at least once a quarter
• Recruit and train student committee members during the summer
• Advise and support Western’s voter registration & education
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.

PREFFERED QUALIFICATIONS

- Experience successfully leading volunteers, peers, or employees
- Budget management knowledge or experience
- 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
- Conflict management knowledge or experience
- Demonstrated knowledge of or interest in civic engagement

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.