Ethics Board Coordinator

Office of Civic Engagement, $15.35/hour, 15-75 total hours

April 5th, 2021 through the last day of Spring Quarter 2021

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; to promote effective citizenship and civic engagement through services, programs, and collaboration.

ABOUT THE POSITION

The Ethics Board Coordinator is responsible for the operation and organization of the AS Ethics Board as stated in the AS Election Code, including hearing AS Election related grievances, and certifying AS Election results.

OFFICE RESPONSIBILITIES

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education
- Providing unbiased, nonjudgmental, and accurate information and services to students
- Provide a safe and inclusive space for students
- Ensure the smooth, effective operations of the OCE by promoting teamwork and collaboration
- Establish and maintain active working relationships with other OCE team members

POSITION RESPONSIBILITIES

- Ensure that the guidelines set forth in the AS Election Code and the AS Ethics Board Charge and Charter are followed
- Maintain records and documents and chair all Ethics Board meetings
- Attend the mandatory Election Meeting and provide overview of grievances
- Engage in all Ethics Board trainings
- Other duties as assigned including but not limited to reforming the Ethics Board process
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

- Interest in or experience with Associated Students school elections

- Basic familiarity with Parliamentary Procedures

- Ability to communicate and work effectively with a wide variety of people on Western’s campus and the Bellingham community

- Ability to work independently and responsibly

- Ability to work collaboratively with multiple people and organizations

- 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

- Basic knowledge of department and position specific responsibilities

- Ability to work flexible hours

- Knowledge or experience with judicial processes and maintaining confidentiality

- Ability to create a space that makes people feel comfortable during times of stress

This job description is subject to change in accordance with the AS Personnel Policy.
The Associated Students is an Equal Opportunity Employer.
Revised January 26, 2021 by Personnel Director.