OCE Director of Legislative Affairs

Office of Civic Engagement 3 quarters (Fall – Spring)
Fall: 15 hrs/wk; Winter: 35hrs/wk; Spring: 10hrs/wk  $15.35/hr

Term begins approx. two weeks prior to Fall quarter and ends the Friday of Finals Week Spring quarter. In Winter, position holder takes a lighter course load and lives in Olympia for the legislative session (housing paid by ASWWU). Employees may continue in position for additional years, depending on performance evaluation.

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.

ABOUT THE POSITION
The Director of Legislative Affairs (DOLA) is a representative for the ASWWU Executive Board and ASWWU Student Senate to the Washington State Legislature, the Governor’s office, and other state agencies.

POSITION RESPONSIBILITIES
- Works with the VP for Governmental Affairs and the Legislative Affairs Council to draft the ASWWU lobbying agenda
- Supports the planning of Western Lobby Day (WLD) and Western Intersectional Lobby Day (WILD)
- Makes regular reports to ASWWU governance regarding lobbying activities
- Attend all Washington Student Association (WSA) Board of Directors meetings and trainings for DOLAs
- Represent student voices to the WA State Legislature through testimonials, comments on proposed bills, and outreach to all students, especially those traditionally underrepresented

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
REQUIRED QUALIFICATIONS

• Maintain a minimum credit load during full term of position:
  o Undergrad: 6 credits
  o 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

• Interest in public policy and/or lobbying
• Experience and comfort with public speaking
• Understanding of the Washington State Legislature
• 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

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.