



Personnel Director

Business Services Office \$20.70/hour

17-19 hours/week

Summer Quarter + 3 Quarters: Fall, Winter, Spring

Expected to start first week of Summer Quarter 2024 and continue: two weeks before the start of Fall Quarter and ends the Friday of finals week of the following Spring Quarter.

ABOUT THE OFFICE

The Personnel Director is part of the Business Services Office which is responsible for facilitating the personnel operations of the Associated Students. Specific duties include: establishing departmental goals, departmental training, departmental budget authority, building community with employees, coordination of programs efforts, and planning recognition events

OFFICE RESPONSIBILITIES

- Potentially sit on financial committees to collaborate with peers to make big business decisions.
- Lead a committee to distribute funding to requesting individuals.
- Proactively reach out to offices regarding any hiring or training issues that may be upcoming.
- Network with individuals across campus to find ways to market for hiring.

ABOUT THE POSITION

The Personnel Director oversees AS student employee hiring, processes employment paperwork, manages the Employee Development Fund (EDF), participates in committees, and organizes AS-wide employee recognition and trainings. This position markets and advertises open positions. Creates community with students.

POSITION RESPONSIBILITIES

- Oversee the hiring process of all ASWWU Office positions.
 - Posting and advertising jobs on appropriate platforms.
 - Training current staff on ethical hiring practices and strategies.
 - Offer calls and regret emails to candidates.
 - Employee form management.
 - Providing onboarding materials to new hires.
- Update the Employee Handbook and oversee Job Description and Position Manual updates.
- Establishing employee recognition practices. Planning celebrations.
- Participate in various committees and councils.

REQUIRED QUALIFICATIONS

- Serve the diverse membership of the ASWWU in a professional and ethical manner.
- Ensure Legacy of this position.
- 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.

PREFERRED QUALIFICATIONS

- Strong organization, communication, and interpersonal skills
- Comfortable leading meetings in online or in-person settings
- Experience successfully leading volunteers, peers, or employees.
- Ability to work independently and collaboratively.
- Ability to work within deadlines and problem solve.
- Some experience working within and managing a budget
- Working knowledge of Microsoft productivity applications (Teams, Outlook, Excel etc.)
- Interest and knowledge regarding human resources

*This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised March 10, 2024 by AS Business Director.*
