



Student Enhancement Fund Coordinator

AS Business Services
10-12 hours/week

\$19.20/hour

This regular term of position begins Monday one week before Fall Quarter begins, and ends the Friday of finals week the following Spring Quarter. This position is designed to require an average of 10-12 hours per week. In addition, the position will require approximately 40 hours to be completed for AS Fall training during summer one week prior to fall quarter.

ABOUT THE OFFICE

The AS Business Office oversees the Student Enhancement Fund and facilitates the day-to-day operations of the Associated Students. It serves as a resource for AS employees and offices in regard to AS business practices, policies, and procedures. The AS Business Office exists to ensure that AS funds are spent in an ethical and responsible manner in accordance with Washington State Law and AS Policies. The AS Business Office also facilitates the annual budget process and operates the Student Enhancement Fund.

OFFICE RESPONSIBILITIES

- Serve the diverse members of the Associated Students in a professional and ethical manner by:
- Being familiar with and upholding WWU policies, and
- AS standards and procedures (including the AS Personnel Handbook, Code of Conduct, and Program Standards).
- Attending AS student staff development events, which include Fall, Pre-Winter, and Pre-Spring.

ABOUT THE POSITION

The Student Enhancement Fund Coordinator is responsible for overseeing the Student Enhancement Fund (SEF), which is an AS Reserve fund that seeks to give a wider range of WWU students access to funding. This funding can be used for attending conferences, workshops, and other unique opportunities that enhance their educational experience, and professional/personal development in ways that can contribute to positive change in our campus communities

POSITION RESPONSIBILITIES

Acting as a resource to SEF applicants by:

- Coordinating with the AS Finance Office prior to the academic year to receive training and experience working with any and all forms related to travel.
- Meeting with applicants to guide them through the process of applying to SEF, organizing travel arrangements, lodging, and event registration.
- Coordinating with student recipients to complete and process travel forms in a timely manner.

PREFERRED QUALIFICATIONS

- Attention to detail.
- 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 communicate in an effective manner that is welcoming to wide variety of people.
- Knowledge or experience with Budget Management.
- Knowledge of department and the position's responsibilities.
- Knowledge of effective publicity and outreach methods.

REQUIRED QUALIFICATIONS

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Ensuring the success of the Student Enhancement Fund by serving as the chair of the Student Opportunities Council by:

- Compiling applicant and additional information about conference funding to present to SOC
- Creating weekly agendas and coordinating with the Personnel Director to schedule SOC meetings
- Serving on search committees as designated by the AS Personnel Director.
- Acting as a budget coordinator for the Student Enhancement Fund Budget
- Completing other tasks as assigned by the Business Director
- Maintain a minimum of 5 posted office hours per week.
- Being knowledgeable of the AS Organization.
- Working with SOC committee-members to understand the priorities of the Student Enhancement Fund, learn the rubric process, and understanding individual responsibilities.

Promote the opportunity to apply for funding through the Student Enhancement Fund to students by:

- Communicating with various organizations and departments about the fund
- Working with the AS Communications Office and Publicity Center to promote

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 the AS Business Manager.
