



Residence Hall Senator

Associated Students of Whitworth University

Purpose: A senator at Whitworth University is purposed to serve as a bridge between the student body and the administration, ensuring that the voices and concerns of your constituents are heard and addressed. As a student senator, I am committed to fostering a campus environment that is inclusive, supportive, and conducive to academic and personal growth.

Position Information: 8.5-month, part-time, live-in position, on average nine hours per week of work. Compensation is via a stipend. Employment begins at 6:00pm, August 24, 2025, for ASWU training and will end at 12:00pm, May 14th, 2026.

- Fall Semester responsibilities extend through Thursday December 11th at noon.
- Spring Semester responsibilities extend through Thursday May 14th at noon.

Qualifications

- Excellent communication skills including: being able to run a meeting with both large and small groups, being a good listener to those you are providing service, the ability to understand, integrate, and report back the ideas and concerns of constituents to the president and or assembly, the ability to sell ideas, programs, and involvement opportunities to students, and being able to write clearly, and with a flair that makes newsletters, posters, and announcements eye-catching and interesting.
- Ability to relate to all members of a diverse student population within the residence hall and student government association.
- Great organizational and time management skills.
- A true desire and ability to keep residents involved and informed on a weekly basis.
- Ability to work in a group with other leaders.
- Ability to motivate, delegate to, and follow up with residents on committees and task forces.
- Marked interest in the policies, procedures, and operation of ASWU and Whitworth University, and in the Whitworth and Spokane communities.
- Self-motivation; able to do work without direct supervision.
- A responsible, accountable, and reliable student leader who will work towards the completion of job responsibilities.
- Have manageable outside commitments. It is the belief of ASWU that an effective residence hall senator should not be over-committed with other jobs or activities.
- Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- Proficiency in Microsoft office, including Teams and Outlook.
- ASWU officers shall maintain a 2.5 GPA prior to and during their tenure. Any officer who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

Tasks and Responsibilities

Responsibilities

- Utilize the ASWU provided budget to facilitate community events in the residence halls, with a minimum of one large event per semester. Many residence halls have traditional events that must be honored and facilitated throughout the academic year.
- Residence Hall Senators will engage in at least one of the following per month:
 - A Leadership Working Group (LWG)-coordinated primetime event.
 - A joint event with other senators.
 - A small-scale engagement activity.
- The monthly engagement should emphasize meaningful, informal connections over large-scale, highly planned events.
- Manage and oversee the residence hall budget provided by ASWU.
- Provide information to hall residents about current events, CBS policies, and issues directly affecting their constituents (as well as faculty, staff, administration), through weekly newsletters, bulletin boards, monthly hall/floor meetings, door-to-door visits, and appropriate social media messaging.
- Maintain two office hours within the residence hall lounge (or other appropriate social space) per week. This time is spent participating and/or attending the “primetime” activity, as well as engaging residents seeking conversation and input about campus concerns.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.).
- Become well informed and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed. Examples include but are not limited to admissions policies, registrar’s operation, financial aid policies, educational review board, campus investments, intercultural relations, tuition increases, room and board rates, campus facilities.

Represent Whitworth Students

- Ensure that all constituencies of the residence hall student population including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.
- Actively solicit opinions from students in the residence hall through their constituency reports seeking feedback regarding current issues, problems, and concerns. As needed, share appropriate constructive feedback during weekly assembly meetings.

Integration with Other Leaders

- Work with one’s residence hall Leadership Working Group (LWG) to coordinate both annual and traditional events.
- Contribute to the general programming needs of the residence hall leadership working group and general community, actively assisting another leader on at least one other program per semester, and regularly attending the programs put on by the hall leadership.
- Support Residence Hall Leadership Working Group, and other Assembly members in their cross-campus programming needs by attending events.
- Attend at minimum three LWG meetings per semester as arranged by the Area Coordinator.
- Attend the annual LWG kick-off retreat in August (details are TBD).

Member of the ASWU Staff Team

- Attend all ASWU Assembly weekly meetings, or make sure a proxy is sent as a replacement. If a proxy is utilized, make sure they are adequately educated on necessary information to participate in the meeting.
- Assist in planning and advertising events via weekly newsletters to your constituents.
- Attend and participate in all orientations, training sessions, meetings, GE 330 (fall and spring) and retreats.
- Perform any other duties as requested by the Assistant Dean, Student Life Programs and/or the Executive Team.
- Meet bi-weekly with the Assistant Dean of Life Programs and the ASWU Vice President alternating the weekly appointments.

Compensation

A stipend of \$288.24 will be deposited into your bank account bi-weekly beginning September 2025 through May 2026, with the exclusion of January 12, 2025.

- The final fall semester stipend payment will be on December 23, 2025. You will not receive payment on January 12, 2026.
- If you do not work during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).