



# Incoming Student Representative

*Associated Students of Whitworth University*

## Tasks and Responsibilities

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- a) Actively solicit opinions from incoming students regarding the current issues, problems, and concerns that affect them on and off campus and in the community.
- b) Provide weekly feedback to the ASWU Assembly.
- c) Advise the ASWU coordinators in the planning of their events to ensure that incoming students will want to participate as much as possible.
- d) As a representative for ASWU, ensure that all constituencies of the incoming student population (transfer, non-traditional, etc.) are well represented and informed.
- e) Create initiatives and support events that promote incoming student engagement.
- f) Hold bi-weekly office hours where incoming students can bring their concerns, and representatives can gather feedback and communicate current events with their constituents.
- g) Attend all weekly meetings of the ASWU Assembly.
- h) Meet regularly with the Director of Student Activities and ASWU Vice President.
- i) Enroll in fall and Spring GE 330 (leadership class).
- j) Be enrolled as a full-time undergraduate student at Whitworth University carrying at least twelve (12) credits per semester.
- k) Attend the Spring Leadership Retreat
- l) Serve on at least one committee approved by ASWU.

## Qualifications

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- a) Good communication skills, including: being a good listener to those you are providing service to, the ability to understand, integrate and report back the ideas and concerns of constituents to the president and/or assembly, and the ability to sell ideas, programs and involvement opportunities to students.
- b) Ability to relate to all members of a diverse student population.
- c) A true desire and ability to keep residents involved and informed on a weekly basis.
- d) Ability to work in a group with other leaders.
- e) Be an incoming student.

## Compensation

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12 hours/month at minimum wage for 8 months