



# President

*Associated Students of Whitworth University*

**Purpose:** The ASWU Student President will foster a dynamic, inclusive, and engaged student community at Whitworth University. The President will lead with integrity and advocacy while supporting innovation, collaboration, and empowerment of the ASWU assembly membership.

**Position Information:** Executives will receive pay based on an 8.5-month, part-time position requiring approximately 20 hours per week. Employment begins at 9:00am August 13, 2025, for the start of executive training and will end at the conclusion of commencement on May 17, 2026. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct. Additionally, mid-semester retreats will typically occur each semester. Executives are required to plan and attend these events.

- Fall Semester responsibilities extend through Friday December 12.
- Spring Semester responsibilities extend through Sunday May 17 participating in commencement as directed.

## Qualifications

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- Good communication skills; including, but not limited to, being able to run a meeting with both large and small groups, being a good listener, being able to understand, integrate, and report back the ideas and concerns of constituents, faculty and staff, and being able to sell ideas, programs, and involvement opportunities.
- Great organizational and time management skills.
- Vision and creativity to implement positive change on campus and in community.
- Ability to strive to relate to all members of a diverse student and staff population.
- Ability to motivate, delegate to, and follow-up with students on committees and task forces.
- True desire and ability to keep students involved and informed on a regular basis through ASWU Assembly meetings, committee meetings, task forces, etc.
- Familiarity with the policies, procedures and operation of ASWU and Whitworth University.
- Self-motivated, self-starter that can work without a lot of direct supervision.
- 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.
- Have manageable outside commitments.
- 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

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### Responsibilities

- Lead the ASWU towards positive moral change, striving to make this university the best living/learning environment possible.
- Be aware and take responsibility for the proper development of all programs and events coordinated by ASWU leaders- coordinators, media, senators and representatives.
- Serve as the Chairperson of the ASWU Assembly.
- Focus on the external relations of the organization to all the available constituencies, meeting regularly with administrators, faculty, staff, and community.
- Appoint students to campus committees and task forces.
- Serve as the chairperson of the ASWU Review Board and be responsible for all duties specified in the ASWU constitution.
- Serve as the chairperson for the ASWU Executive Committee and attend all meetings.
- Attend all plenary sessions of the Board of Trustees.
- Arrive on campus approx. 3 weeks early to prepare training materials and schedules for the ASWU Executive Team and the ASWU General Assembly
- Attend all meetings of the ASWU Executive Council.
- Utilize the ASWU provided budget to facilitate community events. Minimum of 1 event per month (or a total of 7-8 per academic year).
- Manage job specific financial accounts and coordinate event costs within the budget
- Maintain at least 5 office hours within your office per week (TBD). It is important to spend time in the office engaging colleagues, constituents, and supervisors.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.)
- With the assistance of other executives, coordinate the ASWU workdays and team bonding days as needed.
- 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.

### **Represent Whitworth Students**

- Ensure that all constituencies across campus including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.
- Actively solicit opinions from students in all constituencies seeking feedback regarding future and past events. As needed, share appropriate constructive feedback during weekly assembly meetings.

### **Integration with Other Leaders**

- Work with the assembly, as needed, to assist event coordinators, senators and representatives.
- Contribute to the general programming needs of the community, actively assisting other leaders as needed, and regularly attend programs put on by others in student activities and ASWU.

### **Member of the ASWU Staff Team**

- Collaborate with the executive team to lead all ASWU Assembly weekly meetings.
- Assist and collaborate with other coordinators and student leaders putting on events.
- Serve on at least one ASWU approved committee.
- Lead 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 Program Coordinator, and executive team.

- Meet weekly with the Assistant Dean of Student Programs.

## **Compensation**

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Compensation will consist of a stipend. A stipend of \$676.47 will be deposited into your bank account bi-weekly beginning September 12, 2025, through May 27, 2026. These payments are made via direct deposit to your bank account. Exceptions are as follows:

- 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).