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|  | *Associated Students of Whitworth University*  **Off Campus Representatives** | |
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**Tasks and Responsibilities**

1. Assist the Off-Campus Senator in providing weekly feedback in the constituency report to the ASWU assembly.
2. As a representative for ASWU, insure that all constituencies of the off-campus student population (transfer, non-traditional, minority, physically impaired students, etc.) are well represented and informed.
3. Act as an assistant to the Senator in all of their responsibilities.
4. Assist coordinators with various tasks and events as needed.
5. Attend all ASWU Assembly weekly meetings, or make sure a proxy is sent as a replacement. Attend all ASWU committee activities and meetings as assigned by the ASWU executives.
6. Enroll in fall and spring GE 330 (leadership class).
7. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
8. Attend the Spring Leadership Retreat and Fall Leadership Retreat.
9. Serve on at least one committee approved by ASWU.
10. Attend all weekly meetings of the ASWU Assembly.
11. Meet regularly with the Director of Student Activities and ASWU Vice President.
12. Enroll in fall and Spring GE 330 (leadership class).
13. Be enrolled as a full-time undergraduate student at Whitworth University carrying at least twelve (12) credits per semester.
14. Serve on at least one committee approved by ASWU**.**

**Qualifications**

1. 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.
2. Ability to relate to all members of a diverse student population.
3. A true desire and ability to keep residents involved and informed on a weekly basis.
4. Ability to work in a group with other leaders.
5. Be an off campus student.

**Compensation**

12 hours/month at minimum wage for 8 months