



# Vice President

*Associated Students of Whitworth University*

**Purpose:** The ASWU Vice President, will foster a cohesive, inclusive, and proactive student government that effectively serves and empowers the Whitworth University student body. Through these commitments the Vice President will create a supportive and vibrant campus community where every student feels valued, heard, and empowered to contribute to the collective success and well-being of Whitworth University.

**Position Instruction:** 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 18, 2025, which is 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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- Effective communication and confrontational skills, particularly the ability to manage demanding situations.
- The ability to run both large and small group meetings.
- The ability to listen, understand, integrate, and report back on the ideas and concerns of constituents.
- The ability to encourage program involvement, ideas, and involvement opportunities.
- Organizational and time management skills.
- The ability to represent the diverse student population at Whitworth.
- The ability to motivate, delegate, and follow-up with students on committees and task forces.
- Self-motivated, self-starter that can work without a lot of direct supervision.
- The ability and desire to work closely with other leadership positions, the director of student activities, and other Whitworth staff and faculty.
- A working knowledge of the operations of the ASWU and Whitworth University.
- 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

- Serve as the chief of staff of all ASWU personnel.
- Instill motivation and accountability within the organization.
- Ensure open communication within ASWU.
- Assist in selection, training, supervision, and evaluation of student leaders.
- Focus on the internal aspects of the organization, ensuring that the members of the assembly, media, and coordinators are all working well together.
- Maintain a level of professionalism within the ASWU leadership through ongoing training, support, and group evaluation.
- Meet individually with residence hall senators, the commuter student senator, the international student senator and all representatives regularly for individual support, assistance, and evaluation.
- Meet with the resident directors for feedback and evaluation of senators and representatives as needed.
- Regularly evaluate all senators and representatives; giving feedback and input as needed.
- Serve as chairperson for the Student Elections Committee for the Fall and Spring general elections as well as any other elections that may need to be held in addition to these.
- Arrive approximately two weeks before the Fall semester to plan and implement training for the General ASWU Assembly.
- With the other executives, coordinate the ASWU workdays and team bonding days as needed.
- Assist and support the ASWU team with campus-wide programs.
- Serve on the ASWU Executive Committee and attend all meetings.
- Attend all meetings of the executive council, Assembly meetings, and the biannual meetings of the Board of Trustees.
- Chair the portion of the Assembly meetings that deals specifically with residence hall and off-campus senators and coordinator reports; as determined by the Executive Team.
- Approve and oversee newsletters from Senators and Representatives regularly.
- Manage financial accounts.
- Maintain at least 5 office hours within your office per week. This time is spent in your office meeting with constituents and colleagues and/or actively performing this position's duties.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- 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).