



Communications Director

Associated Students of Whitworth University

Tasks and Responsibilities

- a. Arrive one-half an hour prior to Assembly meetings to set up room and computer for Assembly meetings;
- b. Along with the EVP, take roll call and minutes of Assembly meetings during meetings on a computer;
- c. Email the minutes of the meetings to Assembly members and ASWU leaders;
- d. Post minutes to ASWU Website within 24 hours of an Assembly meeting;
- e. Update and maintain the ASWU website with the PR/Marketing Coordinator;
- f. Help Coordinator Fall/Spring Retreats;
- g. Put together slides for ASWU Assembly meetings;
- h. Communicate with Coordinators, Senators, and Representatives to maintain updates on events;
- i. Serve as point of contact for other university departments;
- j. Meet with the Director of Student Activities weekly;
- k. Maintain regular office hours, at least 5 per week;
- l. Attend all meetings of the ASWU Executive Council.

Qualifications

- a. Knowledge of technology or willingness to learn;
- b. Ability to type quickly;
- c. Able to communicate effectively;
- d. Good listening skills to catch what members are saying during the meeting;
- e. Enroll in GE 330 leadership class for both fall and spring semesters;
- f. Be an undergraduate student enrolled in at least 12 units per semester.

Compensation

40 hours/month at minimum wage for 8 months