



# Incoming Student Representative

*Associated Students of Whitworth University*

**Purpose:** The representative at Whitworth University is purposed to serve as a bridge between the student body and the administration, ensuring that the voices and concerns of your constituents are heard and addressed. A student representative is committed to fostering a campus environment that is inclusive, supportive, and conducive to academic and personal growth.

**Position Information:** Representatives will receive pay based on an 8.5-month, part-time position requiring 4 hours per week. The incoming class representatives will work directly under the Vice President, to reach their constituencies spread across campus. The start of employment will be determined upon fall elections and end at 5pm on May 11, 2026. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct.

## Qualifications

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- 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.
- Be an incoming, first year or transfer student.
- Ability to relate to all members of a diverse student population within the residence hall and student government association.
- Great organizational and time management skills.
- A true desire and ability to keep residents involved and informed on a weekly basis.
- Ability to work in a group with other leaders.
- Ability to motivate, delegate to, and follow up with residents on committees and task forces.
- Marked interest in the policies, procedures, and operation of ASWU and Whitworth University, and in the Whitworth and Spokane communities.
- Self-motivation; able to do work without direct supervision.
- A responsible, accountable, and reliable student leader who will work towards the completion of job responsibilities.
- Have manageable outside commitments.
- 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.
- 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**

- Actively solicit opinions from incoming students regarding the current issues, problems, and concerns that affect them on and off campus and in the community.
- Provide weekly feedback on behalf of your constituents to the ASWU Assembly.
- As a representative for ASWU, ensure that all constituencies of the incoming student population (transfer, non-traditional, etc.) are well represented and informed.
- Develop and implement initiatives that foster meaningful engagement between incoming students and the second elected incoming student representative, ensuring a smooth transition into university life and promoting a sense of belonging within the campus community.
- Hold one weekly office hours, providing a space for incoming students to voice their concerns, while sharing important updates and current events with your constituents.

## **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.
- Provide a weekly reflection to the assembly on the status of your constituents. This is an opportunity to share appropriate constructive feedback.

## **Integration with Other Leaders**

- Work with the assembly, as needed, to coordinate the needs of your events.
- 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**

- Attend 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.
- Attend 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/or the Executive Team.
- Meet bi-weekly with the Assistant Dean of Life Programs and the ASWU Vice President alternating weeks.

## **Compensation**

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Compensation will consist of an hourly wage of up to four hours per week, recorded on an institutional timecard. Payment will be received bi-weekly through deposit into your bank account beginning at the determined date following fall elections and ending May 27, 2026. If you do not work as a representative during Jan Term submitting a bi-monthly timecard, you will not receive any January compensation.