



Club Coordinator

Associated Students of Whitworth University

Purpose: The purpose of the Club Coordinator is to support and oversee the wide range of student clubs at Whitworth University. This role is dedicated to empowering student leaders, promoting collaboration among clubs, and ensuring that all club activities are inclusive, enriching, and reflective of the diverse passions and interests of the student body. The Club Coordinator upholds the principles of ASWU by encouraging active participation and fostering a vibrant campus life.

Position Information: The Club Coordinator will receive pay based on an 8.5-month, part-time position requiring approximately 14 hours per week. Employment begins at 9:00am August 25, 2025, which is the start of fall orientation/training and will conclude at 5:00pm, May 11, 2025. 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. Coordinators are required to attend these events.

- Fall Semester responsibilities extend through Monday December 8th.
- Spring Semester responsibilities extend through Monday May 11th.

Qualifications

- Effective communication skills to teach club procedures and policies to students.
- 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.
- Organizational and time management skills, especially the ability to attend to substantial amounts of detail.
- The ability to empathize with members of a diverse student population.
- The ability to motivate, delegate and follow up with students on committees and task forces.
- A working knowledge of the ASWU governing bodies and the policies, procedures, and operations of the ASWU and Whitworth University.
- Self-motivated, self-starter that can work without a lot of direct supervisor oversight.
- Responsibility, accountability, and reliability in working toward the completion of job responsibilities.
- The ability and desire to work closely with other leadership positions, the director of student activities, staff, and administrators.
- 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

Responsibilities

- Coordinate all clubs and manage club leaders.
- Keep a record of club activities, club leadership, advisors, and club rosters.
- Serve as the chairperson of club charter committee (held every other week) and club council (schedule at least 3/semester, except Jan term where it is not required to hold a club council meeting).
- Keep club leadership informed (through the club council meetings) of proper procedures such as Room Reservations, ERFs, ASWU Forms and Resources and other campus forms and policies.
- Arrange weekly timeslots for clubs to present updates to the ASWU assembly (each club presents once annually).
- Manage and oversee updates to the Club Manual.
- Ensure that all club leaders have access to the most recent copy of the club manual and any other procedural documents.
- Work with the Assistant Dean to update the club advisor manual and be involved with annual training, as necessary.
- Send out regular emails updating clubs on recent ASWU votes (new clubs or speakers), upcoming ASWU/club events, any relevant procedural/club manual changes, and any other relevant news.
- Manage approval process for the following forms: ASWU assembly updates, new club chartering, club re-chartering, and speaker/artist requests.
- Send reminders to club leaders scheduled for ASWU assembly updates and ASWU/Club Committee presentations for new club or speaker/artist approval.
- Organize a Fall (orientation) and Spring Club Involvement fair.
- Regularly answer questions/emails from club leaders about event management, posters, approvals, etc.
- Manage uploads, updates, and edits of documents in Teams and on the desktop, including up-to-date club constitutions, the club manual, the club roster, policies and procedures documents, and club council presentations.
- Keep track of club attendance at club council meetings and assembly updates and the number of strikes a club receives should clubs neglect these requirements.
- Maintain 5 office hours within your office per week. This time is spent in your office preparing for your events. Additionally, it is important to spend time in the office engaging colleagues, constituents, and supervisors.
- Be available during office hours to open club storage (located in Baldwin-Jenkins).
- Creatively and professionally promote and advertise activities where appropriate (Instagram, Posters, other social media sources, etc.).
- Maintain an archive of all work in the position specific Team folder.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- 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 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 330H (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.

Compensation

Compensation will consist of a stipend. You will receive a stipend payment of \$447.06 twice each month 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 as a coordinator during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).