



Commuter Student Senator

Associated Students of Whitworth University

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

Position Information: 8.5-month, part-time position compensated by stipend payments. The position has an average equivalency of nine hours per week of work. Employment begins at 6:00pm, August 24, 2025, for ASWU training and will end at 12:00pm, May 14th, 2026.

- Fall Semester responsibilities extend through Thursday December 11th at noon.
- Spring Semester responsibilities extend through Thursday May 14th at noon.

Qualifications

- Good communication skills including: being able to run a meeting with both large and small groups, being a good listener to those you are providing service, the ability to understand, integrate, and report back the ideas and concerns of constituents to the president and or assembly, the ability to sell ideas, programs, and involvement opportunities to students, and being able to write clearly, and with a flair that makes newsletters, posters, and announcements eye-catching and interesting.
- Ability to relate to all members of a diverse student population of commuter students and the student government association.
- Great organizational and time management skills.
- A true desire and ability to keep commuter students involved and informed on a weekly basis about campus activities and events.
- Ability to work in a group with other leaders.
- Ability to motivate, delegate to, and follow up with commuter students as needed.
- Marked interest in the policies, procedures, and operations of both ASWU and Whitworth University.
- 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. It is the belief of ASWU that an effective commuter student senator should not be over-committed with other jobs or activities.
- 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.
- Must maintain a 2.5 GPA while under contract. Any member who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

Tasks and Responsibilities

Responsibilities

- Utilize the ASWU provided budget to facilitate events for commuter students both on and off campus. Minimum of 3 events per semester.
 - Two traditional events include the fall commuter student BBQ which is the first Friday in September and the commuter student yard sale which is the first or second Saturday in May.
 - Multiple smaller engagement events with Commuter Representatives throughout the semester.
- Manage and oversee the commuter senator budget provided by ASWU.
- Manage and oversee the commuter representatives meeting at least twice a month to plan active engagement activities.
- Provide information to commuter students about current events and issues directly affecting them, through weekly newsletters and appropriate social media messaging.
- Maintain two office hours in an appropriate social space where commuter students reside. This time is spent actively engaging commuter students seeking conversation and input about campus concerns and desired activities.
- Manage uploads, updates, and edits of documents in Teams.
- 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.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.).
- 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. Examples include but are not limited to admissions policies, registrar's operation, financial aid policies, educational review board, campus investments, intercultural relations, tuition increases, room and board rates, campus facilities.

Represent Whitworth Students

- Ensure that all constituencies including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.
- Actively solicit opinions from students through their constituency reports seeking feedback regarding current issues, problems, and concerns. As needed, share appropriate constructive feedback during weekly assembly meetings.

Integration with Other Leaders

- Work with the commuter student team to coordinate multiple events each semester.
- Contribute to the general programming needs of the commuter student group (four representatives) and the general community, actively assisting another student leaders on at least one program per semester, and regularly attend programs put on by student leaders.
- Support Assembly members in their cross-campus programming needs by attending events.
- Attend at minimum three meetings with the Commuter Engagement director per semester.
- Attend any kick-off retreat/event arranged by the Commuter Engagement Director in August/September (details are TBD).

Member of the ASWU Staff Team

- Attend all ASWU Assembly weekly meetings, or make sure a proxy is sent as a replacement. If a proxy is utilized, make sure they are adequately educated on necessary information to participate in the meeting.
- Assist in planning and advertising events via weekly newsletters to your constituents.
- 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 Programs and/or the Executive Team.
- Meet bi-weekly with the Assistant Dean of Life Programs and the ASWU Vice President alternating the weekly appointments.

Compensation

A stipend of \$288.24 will be deposited into your bank account bi-weekly beginning September 2025 through May 2026, with the exclusion of January 12, 2026.

- 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).