



ASWU Historian

Associated Students of Whitworth University

Tasks and Responsibilities

- a. Help promote the professional image of ASWU;
- b. Develop key contacts on campus (i.e., academic departments, athletic coaches, student life departments, etc.) in order to encourage student participation from these areas in ASWU-sponsored events;
- c. Maintain awareness of ASWU events;
- d. Ensure that pictures are taken and edited from all ASWU events, workshops, and retreats;
- e. Maintain digital archive of ASWU pictures;
- f. Arrive one-half hour prior to Assembly meetings to set up room and technology;
- g. Take minutes at all ASWU Assembly meetings;
- h. Send edited minutes to ASWU Communications Director within 72 hours of the meeting;
- i. Help maintain the ASWU website;
- j. Co-Manage the ASWU HFS App with ASWU Communications Director;
- k. Attend all meetings of the ASWU Assembly;
- l. Register for the GE 330 leadership class for fall and spring semesters;
- m. Attend the spring leadership retreat and the fall leadership retreat, which begins approximately one week prior to the commencement of the fall semester;
- n. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester. (NOTE: Seniors may drop below 12 credits in their spring semester);
- o. Serve on at least one committee approved by ASWU;
- p. Keep regular and convenient office hours of 4 hours a week;
- q. Meet with the Assistant Dean for Student Life bi-weekly.

Qualifications

- a. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities;
- b. Ability to type quickly and communicate effectively;
- c. Ability to make connections with all aspects of the University and the greater Spokane community;

- d. Ability to take and edit high-quality photographs;
- e. Self-motivated, self-starter who can work without much direct supervision;
- f. Extreme enthusiasm and school spirit with the ability to sell ideas and programs and keep students informed on a daily basis;
- g. Good listening skills to catch what members are saying during Assembly meetings;
- h. Knowledge of technology and/or willingness to learn;
- i. Knowledge of social media and/or willingness to learn;
- j. Superb organizational and time management skills;
- k. Clear and effective communication skills;
- l. The ability and desire to work closely with other student leadership positions.

Compensation

32 hours/month at minimum wage for 8 months