



# Cultural Engagement Coordinator

*Associated Students of Whitworth University*

**Purpose:** The purpose of the Cultural Engagement Coordinator is to ensure that ASWU actively supports diversity, equity, and inclusion across all aspects of student life. This role serves as a bridge between student government, cultural organizations, and historically underrepresented students, ensuring that their voices are not only heard but also reflected in ASWU policies, funding decisions, and leadership structures. The coordinator is responsible for organizing events, advocating for institutional change, while fostering an inclusive campus environment where all students feel valued and represented.

**Position Information:** The Cultural Engagement 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, 2026. 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

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- Passion for multicultural/intercultural student development and the ability to work well with peers, college administrators, faculty, and staff.
- Proven organizational skills, with excellent follow-through coordinating large programs and activities.
- The ability to convene and facilitate a large group meeting.
- Ability to work well in a flexible structure without a lot of direct supervision.
- A passion for the BIPOC community, Multicultural/Intercultural Student Development and engagement.
- 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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- Utilize the ASWU provided budget to facilitate community events. Minimum of 1 event per month (or a total of 6 per year) either in collaboration with clubs/organizations or independently.
  - For example, recruit multicultural performers, speakers, and artists to present at Whitworth in collaboration with the cultural clubs, theatre and music departments, history club, select courses and/or the Office of Student Diversity, Equity, and Inclusion.
  - Engage with clubs or organizations on campus to coordinate week-long themes or history months.

- Encourage and engage constituents, through programming, to incorporate cross cultural education and understanding. We want our participants to leave the event or activity with an understanding of the culture(s) or issue(s) that is being represented.
- Be a liaison between ASWU and students, student group(s) and club supporting diversity, equity and inclusion initiatives.
- Serve on the Institutional Diversity Cabinet (IDC) and attend all meetings/retreats.
- Meet with the ISC Director or staff twice a month to ensure ASWU and ISC are aligned on student advocacy efforts. While more frequent meetings could be beneficial, bi-monthly check-ins should be sufficient to maintain strong communication while allowing the coordinator to focus on engaging directly with students.
- Meet with the Chief Diversity Officer.
- Meet with the DEI advisory council.
- Inform the ASWU of any other campus-wide or faculty-led cultural events as they occur.
- Manage financial accounts and coordinate event costs within the budget.
- Maintain 5 office hours 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.
  - Your total weekly work hours can be dedicated to engaging constituents across campus. Coordinate with your supervisor and the ASWU Program Coordinator to determine your work schedule.
- 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.

## **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

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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).