



Senior Class Coordinator

Associated Students of Whitworth University

Purpose: The purpose of the Senior Class Coordinator is to represent and advocate for the senior class at Whitworth University, providing opportunities for connection, celebration, and reflection during their final year. This role focuses on creating meaningful experiences that honor the achievements and contributions of the senior class, in alignment with the traditions and values of Whitworth University and ASWU.

Position Information: The Senior Class Coordinator will receive pay based on an 8.5-month, part-time position requiring approximately 8 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

- Proven organization skills, with excellent follow-through with college administrators, faculty, students and staff.
- The ability to manage large group communication with scattered constituents.
- Ability to work well in a flexible structure without a lot of direct supervision.
- Experience in successfully coordinating large programs and activities.
- Extreme enthusiasm and school spirit, with the ability to sell ideas and programs.
- The ability to work well with a diverse constituency.
- 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

- Utilize and oversee class social media pages (Facebook, Instagram, etc.).
- Contact local businesses to create and distribute the senior class cards during the fall.
- Contact senior class constituents, at minimum, on a monthly basis (via, e-mails, newsletters, etc.) beginning in the fall to discuss social activities and keep seniors up to date on important information.
- Create a committee of senior class constituents (3-5), of which the senior class coordinator would chair, for purposes of organizing class activities, general events, a one pine day fund-raiser for a senior

class gift, evaluating senior class commencement speakers and readers for various graduation weekend activities and other purposes as needed.

- Collaborate with staff leadership on campus engaging and leading processes related to the senior celebration, senior showcase and commencement.
- Provide the assembly with regular updates regarding the senior class's progress towards their goals.
- Plan regular events for Senior Class (Ex. Senior Bingo, Christmas Party, etc.). The goal would be 3 to 5 events throughout the academic year.
- Manage financial accounts and coordinate event costs within the budget provided.
- Maintain 3 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.
- 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

Compensation will consist of a stipend. You will receive a stipend payment of \$282.35 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).