

ASUW JOB DESCRIPTIONS

TITLE: Black Student Commission Director
CATEGORY: Commission
TERM: 34 Weeks
HOURS: 19 HRS/WK

JOB SUMMARY:

The Director is responsible for the overall administration of the BSC, its budget, including coordination and implementation of its programs, and day-to-day activities. The Director is responsible to the Board of Directors as a representative of the Commission. The Director represents the interests of the Black student issues, culture, and events.

JOB DESCRIPTION:

Staff Relations and Responsibilities:

1. Oversee the coordination, planning and implementation of all programs and activities of the commission, including special events, workshops, lectures, discussion groups, etc.
2. Maintain a good working relationship with ASUW, its commissions, and other agencies.
3. According to guidelines established by the ASUW Finance and Budget Committee, develop the annual budget for commission and submit for approval.
4. Abide by ASUW and UW policies, procedures and processes.
5. Establish and coordinate promotion and publicity necessary for effective programming.
6. Attend Joint Commission Committee Meetings in order to foster better communication, coalition, and coordination with other ASUW commissions.
7. Sit on interviews set by ASUW Personnel Committee for hiring of new Director (if not reapplying) to ensure continuity.
8. Responsible for initiating a timely transition meeting with new Director.
9. Maintain and inform ASUW Personnel Director and Student Activities Office (SAO) of all office hours.
10. Oversee the expenditures of the annual budget and keep financial records up to date.

11. Initiate all necessary paperwork for operating of the commission, according to established procedures and timelines.
12. Prepare and submit quarterly reports, detailing activities, budget status, and problems/suggestions.
13. Update e-mail distribution lists as necessary.
14. Meet with SAO advisor upon request.
15. Meet with Director of Diversity Efforts upon request.
16. Attend the Advisory Council on Diversity and advise the ASUW President on issues of diversity and commission status.
17. Maintain strong communication with the Office of Minority Affairs (OMA).
18. Participate in quarterly evaluation process with SAO advisor.
19. Attend mandatory training sessions including, but not limited to the ASUW Fall Orientation.
20. Establish and attend 19 office hours a week, 4 of which are allowed to be held outside the Husky Union Building with the prior approval of the ASUW Personnel Director in order to provide outreach to the commissions community. Advertisement must be given at both the Husky Union Building as well as the outreach location.
21. Maintain, organize and update office files and records.
22. Responsible for web-page upkeep through working with the ASUW Webmaster, through volunteers, or otherwise.

Constituency Relations and Responsibilities:

1. Act as representative and advocate the issues and concerns of Black students on campus and in the community.
2. Create and adapt programming so that it is appealing, relevant, and successfully drawing membership from all portions of the Black community.
3. Inform students of services available on campus including ASUW services and maintain strong communication with all Black constituents.
4. Serve as liaison to Black organizations on campus and in the community.

5. Maintain awareness of graduate student organizations and needs.
6. Maintain awareness of resources available to new students.
7. Communicate effectively with constituents outside of RSOs.
8. Responsible for recruitment, supervision, and monitoring of volunteers to assist in program development and implementation.
9. All reports given to the ASUW will be forwarded to Black registered student organizations.
10. Review and adhere to conditions of employment as stated in Student Employment Handbooks, ASUW Personnel Policy and signed ASUW Memorandum of Understanding.

QUALIFICATIONS:

1. Experience with and awareness of issues and concerns of Black students on campus and in the community.
2. Demonstrate administrative and supervisory ability
3. Ability to develop and adhere to a budget and maintain records.
4. Ability to communicate well with students, administrators, and faculty.
5. Awareness of campus and off-campus resources.
6. Publicity and promotional skills.
7. Ability to plan, coordinate, and implement cultural and educational programs/services.
8. Must be a UW student enrolled in at least 6 credits for undergraduates, 4 for graduates, or on leave as defined by Executive Order 50.



Associated Students of the University of Washington
HUB 104C, Box 352238
Seattle, WA 98195

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