

ASUW JOB DESCRIPTION

TITLE:	Queer Student Commission Director
CATEGORY:	ASUW Commissions
REPORTS TO:	Personnel Director
TERM:	31 Weeks
HOURS:	19 Hours/Week
PAY RATE:	\$898.32/Month for Autumn \$1050.32/Month for Winter & Spring

JOB SUMMARY:

The mission of the Queer Student Commission (QSC) is to first support, educate, and to provide an open-minded environment for queer UW students. In addition, it aims to provide non-heteronormative, anti-racist, non-abled and non-sexist programming, services, and atmospheres. The commission aims to create an anti-oppressive community by funding, sponsoring and endorsing events, ideas and information that share these anti-oppressive principles, promoting community, and working to increase acceptance of queer students.

The QSC also values the development of leadership skills among its members by encouraging them to be involved with commission activities and operations. Furthermore, the QSC commits itself to being more powerful and effective by maintaining strong relationships with other ASUW Commissions, student groups, community groups and UW faculty and the Student Activities Office (SAO) staff.

JOB DESCRIPTION:

1. Act as a representative and advocate on behalf of issues and concerns of the queer community, and advocate against homophobia, transphobia and other forms of oppression on campus and in the community.
2. Serve as liaison to queer organizations of campus in the community.
3. Serve as the Queer Student Commission Senator in Student Senate or assign a proxy.
4. Create and adapt programming that fosters a positive and anti-oppressive atmosphere so that it is appealing, relevant, and successfully drawing membership from all portions of the queer community.
5. Inform students of services available on campus (including ASUW services) and maintain strong communication with all queer constituencies.
6. Oversee the coordination, planning, and implementation of all programs and activities of the commission, including special events, workshops, lectures, discussion groups, etc.

7. Responsible for fostering community among constituent groups through social spaces and events.
8. Coordinate with the Q Center to help plan and organize the Lavender Graduation and other relevant activities.
9. Responsible for recruitment, supervision, and monitoring of volunteers to assist in program development and presentations.
10. Maintain and expand upon an email distribution list that provides relevant information and opportunities to constituencies.
11. Maintain awareness of graduate student organizations and needs.
12. Maintain awareness of resources available to new students.
13. Communicate effectively with constituents outside of RSOs.
14. Forward all reports given to the ASUW concerning the commission to queer constituents.
15. Advise the ASUW President on issues of diversity and commission status.
16. Report to, update and communicate with the Director of Diversity Efforts on a weekly basis.
17. Attend Joint Commission Committee Meetings on a weekly basis in order to foster better communication, coalition, and coordination with other ASUW commissions.
18. Maintain a good working relationship with ASUW, its commissions, and other agencies.
19. Maintain strong communication with the Office of Minority Affairs (OMA), which may include attending the weekly Student Advisory Board meetings.
20. Responsible for web page upkeep through working with the ASUW Webmasters, through volunteers or otherwise.
21. Establish and coordinate promotion and publicity necessary for effective programs.
22. Oversee the expenditures of the annual budget and keep financial records up to date.
23. Initiate all necessary paperwork for operation of the commission, according to established procedures and timelines.
24. Maintain, organize, and update office files and records.
25. 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.

26. Prepare, submit and present a proposed annual budget according to the guidelines established by the ASUW Finance & Budget Committee for approval. Provide supporting documentation for the budget proposal as needed.
27. Prepare and submit quarterly reports detailing activities, budget status, and problems/suggestions according to the procedure set by the Director of Policy and Procedures and Personnel Director.
28. Maintain and inform the ASUW Personnel Director and the Student Activities Office (SAO) adviser of all completed and missed office hours, including any absences due to sickness, personal emergencies or work-related trips.
29. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
30. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
31. Review and adhere to conditions of employment as stated in the ASUW Personnel Policy, the signed ASUW Memorandum of Understanding and the Student Employment Handbooks. All actions must also follow the laws and procedures set by ASUW, SAO and the State of Washington.
32. Responsible for initiating a thorough transition with newly hired successor before finals week of Spring Quarter to instill institutional memory and ensure continuity. Prepared documents, such as a transition binder/folder, are recommended.

QUALIFICATIONS:

1. Administrative and supervisory ability.
2. Willingness to be representative of the queer community.
3. Dedication to ending all forms of oppressions, especially homophobia and transphobia, and to obtain equal rights for queer students.
4. Awareness of homophobia and transphobia toward within the queer community on the UW campus.
5. Ability to develop and adhere to a budget.
6. Oral and written communication skills.
7. Awareness of on-campus and off-campus resources of interest to queer students.

8. Ability to plan, coordinate, and implement educational programming relevant to queer issues.
 9. Ability to advise and refer when appropriate.
 1. Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by Executive Order 50.
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Associated Students of the University of Washington
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