



ASSOCIATED STUDENTS OF WWU  
**AS Productions**  
**Civil Controversy Assistant Coordinator**

**AS Productions Statement of Purpose:**

The purpose of AS Productions is to provide a comprehensive program of student activities and events for the campus and Bellingham Community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment, educational and cultural events.

**Civil Controversy Statement of Purpose:**

Civil Controversy is committed to fostering the development of skills in effective dialogue for students and community members. Civil Controversy is responsible for planning campus programs that spark civil discourse on controversial topics that engage a broad spectrum of the Western community. Programming should strive to present a range of perspectives that enhance and challenge attendees' prior convictions on contentious topics.

**Term of Position:**

Position begins the Monday three weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Position holder is required to attend AS orientation and departmental off-site retreat prior to the start of classes fall quarter in addition to the regular 15 hours required during the same weeks. Position holder is expected to maintain contact with supervisor over the summer to ensure that programming starts immediately at the beginning of fall quarter. Compensation for orientation and retreat is factored into the monthly salary.

**Salary:**

Position earns 1.3 x salary index as established by the AS Board of Directors for the current fiscal year. This position requires on average 15 hours per week. Position holder may work more some weeks and less other weeks depending on program needs. Position holder is paid through winter and spring breaks, but is not required to maintain office hours during that time.

**Reportage:**

The Civil Controversy Coordinator reports to the AS Productions Director.

**Required Qualifications:**

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during entire duration of employment.
2. Must maintain a minimum 2.00 cumulative grade point average.

**Recommended Qualifications:**

1. Able to work collaboratively with multiple people and organizations.
2. Ability to anticipate and make room for multiple view points on a broad range of controversial issues.
3. Knowledge and/or interest in controversial issues of interest to the campus.
4. Good event planning, organizational, communication, time management, and budgeting skills and experience.
5. Appreciation for the value of diverse and educational programming.
6. Ability to promote the value of opinions from across the ideological spectrum.

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Reviewed 4.30.09

7. Ability to write effective and professional proposals, offers and e-mails.
8. Ability to mediate and facilitate discussion.

#### **AS Responsibilities:**

1. Attend AS Employee Orientation prior to the start of fall quarter.
2. Attend mandatory trainings put on by the Personnel Office throughout the term of the position.
3. Serve on hiring committees as suggested by the Personnel Director.
4. Work with supervisors and Personnel Director to revise and update position job description.
5. Follow all AS Policies and By-laws.
6. Evaluate hourly employees under your direct supervision according to the evaluations procedure outlined in the AS Employment Policy.

#### **Position Responsibilities:**

1. Devote at least a total of 15 hours per week to AS business.
2. Maintain a minimum of 5 posted office hours per week.
3. Supervise the AS Civil Controversy Assistant Coordinator.
4. Attend all ASP staff meetings as scheduled by the ASP Director.
5. Attend the AS Training Retreat during the two weeks prior to the start of Fall Quarter.
6. Complete orientation training on dialogue prior to fall quarter with Student Activities Advisor and ASP Director.
7. Responsible for at least one event per quarter that is focused on teaching the campus community how to engage in effective dialogue. These programs will develop participants' skills in dialogue and communication. These events can be structured as interactive workshops, roundtable discussions, seminars, etc. Skill topics may include, but are not limited to, conflict resolution, active listening, non-violent communication, inter group dialogue, consensus building, deliberation and effective group facilitation.
8. Responsible for the production of at least 2 events per quarter with an emphasis on creating dialogue on controversial topics, one of which should be scaled to a larger audience of 100-200 participants. Programming responsibilities include:
  - Research issues and organizations connected with the topics of events. Contact potential speakers and organizations for involvement in events.
  - Complete all necessary event forms as assigned or required by the A.S.
  - Plan, book and make other necessary arrangements for events, including contract negotiation with agents and/or presenters.
  - Make arrangements for room reservations, set-up, technical support, parking and security personnel.
  - Plan, and design promotional materials and media releases in cooperation with the Publicity Center.
  - Plan hospitality for events as directed.
  - Tend to last minute arrangements and trouble-shoot emergencies on the day of an event.
9. Co-sponsor at least 3 events per academic year with different AS programming offices and/or clubs. These events must demonstrate a focus on creating dialogue. This should be measured with Co-sponsorship agreements which would be evaluated by the ASP Director and Advisor.
10. Attend and direct all ASP Civil Controversy events.
11. Maintain adequate publicity for program (i.e. posters, banners, press releases, KUGS collaborations, etc.).
12. Make a concerted effort to include various media outlets into programming, including audio, video, radio and print materials to foster dialogue across campus on topics.
13. Attend all meetings with the ASP Director as scheduled to keep him/her informed about upcoming events and program status as a whole.
14. Provide training to the incoming Civil Controversy Coordinator.

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15. Responsible for allocation, expenditure and monitoring of the Civil Controversy AS budget with co-signature of ASP Director.
16. Perform other duties as assigned by the ASP Director.

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