

ASUWT

**ASSOCIATED STUDENTS OF THE
UNIVERSITY OF WASHINGTON, TACOMA**



**Vice President
APPLICATION PACKET**

Updated 07/09



ASSOCIATED STUDENTS OF UW TACOMA

Mattress Factory Room 107

(253) 692-4427

asuwt@u.washington.edu

Dear UWT Student,

You have just taken a step toward becoming more involved at the University of Washington Tacoma! The student government at the University of Washington Tacoma is made up of a diverse group of energized students who represent student interests, needs and welfare within the university community through advocacy and involvement. We do this in order to ensure UW Tacoma students receive an optimal educational experience both inside and outside the classroom.

ASUWT is governed and run under a Constitution and By-Laws that outline the fundamental roles, duties, and overall structure of ASUWT. This year, ASUWT looks to be more of a driving force in students' lives here on campus and is looking for enthusiastic, committed, and caring individuals who want to make our campus a better place for all students.

To check out our current ASUWT Constitution & By-Laws, go to www.asuwt.org and scroll to the bottom. Also, if you have any questions about ASUWT or the position to which you are applying, feel free to email Cruz Credle. You can also stop by the Student Involvement office in Mattress Factory 103 for more information.

Thanks again for your interest in making UWT a better place!

Cruz Credle

Cruz Credle

ASUWT President

asuwtp@u.washington.edu

ASUWT Vice President Application

General Information:

Applicant Name _____ Home Phone _____

Address _____ Alternate Phone _____

City _____ State _____ Zip _____

Email Address _____

Preferred Method of Contact (check one): Home Phone Alternate Phone Email

Enrollment and Student Status:

Last School Attended: _____

Dates Attended & GPA _____

Select one of the following:

UWT Undergraduate: Freshman Sophomore Junior Senior Graduate Student

Current UWT GPA: _____

UWT Program: _____ Expected graduation date: _____

If you are not a currently enrolled UWT student, but anticipate transferring to the University, enrollment status must be verified prior to start date.

When times are you available for an interview?

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Question:

Please attach your answer to this application.

Please provide a resume and cover letter addressing the following:

- A list of relevant experiences you think will help you in this role. This may include positions you've held in the past, classes you've taken, etc.

Note: Depending on demand, an interview may or may not be held for selection. You will be contacted if selected for an interview.

JOB TITLE: ASUWT Vice President

HOURS: 20 hrs per week

PAY: \$11.25 per hour

DUTIES AND RESPONSIBILITIES:

1. Assume and execute the powers and duties of the President, should the President be absent for a prolonged period of time or be deemed unable to perform his or her duties.
2. Chair the ASUWT Senate meetings twice (2) a month.
3. Have oversight of ASUWT Committees, as specified in the By-Laws.
4. Prepare the agenda for Senate meetings.
5. Representing ASUWT at meetings and to the media on behalf of the ASUWT President and Senate.
6. Meet with UWT Administration at least three (3) times a quarter in conjunction with the President.
7. Complete assigned projects and tasks as directed by the ASUWT President.
8. Initiate and distribute projects and tasks to ASUWT Officials as applicable and ensure their completion.
9. Meet individually with members of the Senate to provide support and direction ensuring project progression.
10. To assist the President with communication with the student government of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue. This may require travel.
11. Attend all other regularly scheduled meetings as well as ASUWT functions and events.
12. Preside over all staff meetings of ASUWT in collaboration with the Vice President.
13. Shall have other functions and duties as may be prescribed by the Senate or the ASUWT By-Laws.
14. The Vice President is required to work twenty (20) hours per week used to accomplish duties and other tasks.
 1. Six (6) of the twenty (20) hours must be served in the office per week.
 2. Office hours can be served between the hours of 8:00 am and 9:00 pm on any normal school day and must remain the same the entire quarter.
 3. In the occasion that he or she repeatedly misses his or her office hours, the Vice President will be required to meet with the President.
 4. The remaining fourteen (14) hours can be fulfilled however necessary to fulfill duties as outlined in the ASUWT Constitution and By-Laws.

HOURS

20 hours per week:

- Work schedule depends on Senate meeting times and various other factors.