



ASNU Mission Statement

We, the Associated Students of Northwest University, are committed to listening to student concerns, advocating for student needs, and bringing positive changes to Northwest University.

Position Summary

The ASNU Chief of Staff serves an integral role on the ASNU Executive team and ASNU Senate. The ASNU Chief of Staff oversees ASNU funds, serves as a point of contact of club leaders, and assists in the public relations, communication and minute-taking of ASNU groups.

Chief of Staff Responsibilities

- Serve as a non-voting member of the ASNU Senate.
- Plan and prepare the ASNU budget in consultation with the ASNU Executive Team, Dean of Student Development, and Community Life Coordinator
- Maintain accurate and proper financial records of all ASNU funds and provide regular updates as needed, as well as an end of semester report for the student body.
- Supply the NU Accounting Department with appropriate check requests, deposits, reimbursements, P-card records, and any other financial information.
- Maintain a system of informing student clubs and organizations on budgets and leading them to a greater understanding of money management and how to carry out financial tasks.
- Work with the Community Life Coordinator to plan meetings with club/organization leadership to discuss budgets, events and opportunities for growth. Be the main source of club and organization communication from ASNU as needed.
- Ensure accurate minutes are taken at ASNU Senate meetings. Once minutes are passed, ensure the ASNU website is updated with accurate documents.
- Carry out all other duties as assigned by the ASNU President, Community Life Coordinator and Dean of Student Development.

Executive Team Summary

The ASNU Executive Team oversees the overall operation and decision making of ASNU processes and procedures. Collectively they ensure that ASNU is functioning to the best of its ability and that student voice is at the forefront of their projects and initiatives.

Executive Team Responsibilities

- Lead ASNU with a shared vision of student advocacy and representation for the year.
- Be dedicated to working on and assisting ASNU initiatives.
- Be a present and active member of the NU community through conversations, attendance of events and presence on campus.
- Actively engage and participate in ASNU sponsored programming.
- Coordinate community discussions, such as Town Halls, as needed, ideally two times a semester.
- Think creatively about how to gather student input and be a voice for the student body.
- In conjunction with the ASNU Executive team, serve as an ex officio member of the ASNU Senate and periodically present information that concerns student interests and recommend measures for consideration as they deem necessary.
- Uphold and abide by the ASNU Constitution and ASNU By-Laws, reviewing and updating when necessary.

Requirements and Expectations

This position will require 10 hours of work per week, including 6 office hours. This position is advised by the Community Life Coordinator and reports to the ASNU President. With the 10 hours a week, this position should uphold all responsibilities listed above, as well as prepare to:

- Meet one-on-one regularly with Community Life Coordinator
- Meet weekly with the ASNU Executive team
- Meet with club and organization leaders, as needed
- Must be available Tuesdays 4:00pm-6:00pm each semester for ASNU Senate Meetings

Qualifications

- Demonstrate a strong commitment to the Christian faith and the values of Northwest University
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Demonstrate an ability and comfort in working with numbers and accounting practices
- Must be detail-oriented, self-motivated, reliable, and responsible
- Be a full-time student at Northwest University (at least 12 hours/semester) during time in office. May not take more than 19 credits at one time during duration of their term in office. Petitions may be submitted to the Community Life Coordinator.
- Must be in good standing with Student Development, Campus Ministries and the Office of the Provost
- All additional hours spent at a job or on extra-curricular activities must be approved by the Community Life Coordinator.
- Must have completed two full semesters at Northwest University prior to running or completed one academic year of Northwest University student leadership that is scholarship base prior to term of office.

Important Leadership Dates and Requirements

- Must be available Tuesdays from 4:00pm-6:00pm each semester for ASNU Senate Meetings
- Mandatory Meeting – Wednesday, February 9 at 4:00pm in Argue HSC 205
- ASNU Executive Team Interview (if needed) – February 10-11, 2022
- ASNU Senate Presentation – February 15th, 2022
- Candidate Meet and Greet – Wednesday, February 17 at 7:00pm (location TBD)
- Election Chapel – Wednesday, February 23 from 9:50am-12:30pm
- 2022-2023 Student Leadership Retreat April 2, 2022
- Leadership Training: August 11-25, 2022 full time
- All Student Leadership Training: August 17-21, 2022
- Welcome Weekend: August 25-28, 2022
- Spring Leadership Training and Welcome Weekend January 6-8, 2023
- Attend Leadership Development opportunities throughout the year
- Commitment is May 7, 2022 – Spring Commencement 2023

Scholarship Information

This position will receive a 14% of tuition scholarship. Based on the 2022-2023 tuition, that would equal \$4830 for the year.