



**INSTITUTE FOR  
CRITICAL DISABILITY  
STUDIES**



## **Job Description for **Co-Secretary** of the Student Advisory Council to the Institute for Critical Disability Studies – non-workstudy position**

This page contains the job description for a co-secretary shared student leadership position to support the ICDS Student Advisory Council (SAC) as part of the SAC Student Leadership Team.

### Job Summary

Job ID: S12923  
Post Date: TBD  
Employer: Institute for Critical Disability Studies  
Contact: G McGrew, Andrew Lucchesi, or ICDS co-directors  
Phone: (360) 650-2564  
Address: 516 High Street  
City: Bellingham  
Zip Code: 98225  
Email: [icds@wwu.edu](mailto:icds@wwu.edu) and [mcgrewg2@wwu.edu](mailto:mcgrewg2@wwu.edu)  
Category: Paraprofessional  
Classification: Peer Advisor 2  
Pay Rate: Starting at \$18/hour  
Hours: 5 – 15 hours per quarter

### Job Details:

The Institute for Critical Disability Studies is seeking several student employees to support the Student Advisory Council (SAC) for The Institute for Critical Disability Studies (ICDS) for Winter and Spring 24.

*The **Student Advisory Council (SAC)** is a student-organized council that dedicates itself to ensure that the disabled student voice is heard. The main responsibilities of SAC is to provide The Institute for Critical Disability Studies (ICDS) with recommendations on several topics from a student perspective. This council was also created to connect disabled students and groups to foster a growing community of accessibility and disability culture. If there is any feedback you have regarding the disability culture and community, SAC is the place to voice your ideas. We encourage all Western students who are interested to participate in any capacity they can, as we believe that everyone's perspective and insights are valuable to us.*

The SAC will meet multiple times per quarter, and will require a 5-15 hour commitment per quarter from each member of the core SAC Student Leadership Team. The Leadership Team is a set of compensated student roles including two Co-Presidents, two Co-Secretaries, and a Social Media Coordinator who work together with the ICDS Graduate Assistants to ensure that the Student Advisory Council meets regularly and fulfills its mission.

The Co-Secretaries assist with note-taking during SAC meetings, as well as helping with the organizing and preparative work for meetings, and participating in asynchronous communications where applicable.

This position has the possibility of being hybrid.

## **Job Responsibilities**

ICDS SAC Co-Secretaries will be responsible for the following:

- Reading and evaluating material in preparations for the meetings
- Taking detailed notes ("meeting minutes") at meetings
- Coordinate the SAC meetings, which includes booking rooms, coordinating scheduling, hosting accessible hybrid/Zoom rooms, etc.
- Work with the co-presidents to deliver meeting materials to other board members
- Promoting SAC and recruiting students
- Working with the other Co-Secretary and the Co-Presidents (the SAC Student Leadership Team) to communicate with and deliver meeting materials to other SAC members in a timely manner
- Accurately reporting hours worked to ICDS supervisor(s) in a timely manner using electronic timesheets submitted through Web4U

## Required and Preferred Qualifications

### **Required Qualifications:**

- Familiarity with Microsoft Office and/or GSuite
- Ability to participate in meetings during the quarters that the student is employed on the SAC Student Leadership Team
- Interest in Disability culture and the academic field of Critical Disability Studies

### **Preferred Qualifications:**

- Previous experience using Discord for messaging and groups is preferred, but not required.
- Previous experience with editing of shared documents in Google Documents is preferred, but not required.
- Prior experience engaging with the SAC community – either virtually or in person – is highly preferred, but not required.

### Hours:

Number of hours per week or number of hours total: **5 – 15 hours per quarter**

### Application Instructions

To apply, [use the online application link](#) and contact [icds@wwu.edu](mailto:icds@wwu.edu) and [mcgrewg2@wwu.edu](mailto:mcgrewg2@wwu.edu) for additional instructions.

If you have any questions about the position or would like to clarify job responsibilities, please email the ICDS co-directors at [icds@wwu.edu](mailto:icds@wwu.edu).

Students must use their WWU email address for all official ICDS job correspondence.