



ASB Executive Council Application Packet

Position Information

Do you want to be a part of shaping the student experience at EvCC? Do you want to gain skills that will instantly make you more marketable for jobs, scholarships and university admission? If you said yes, you should apply for a job on the Associated Student Body (ASB) Executive Council. Through participation in student government, students are able to express their views on issues affecting students at EvCC and on statewide legislative topics. Executive Council provides you with learning experiences that will assist you in developing and strengthening your leadership skills. Represent and assist your fellow students as an ASB Senator and also be trained to serve as a Student Ambassador!

Application Deadlines: Friday, May 1, 2020 by 5pm
Turn application in to Student LIFE, PSU 209 or to studentlife@everettcc.edu

Period of Employment: Wednesday, August 26, 2020 – Friday, June 18, 2021
Summer employment may be available.

Hours:

- **REQUIRED: Staff meetings - Wednesdays, 2pm-4pm**
- 8-12 hours per week. Monday-Thursday: 8am-7pm, Friday: 8am-5pm
- Various hours representing Everett Community College at various campus and community events. Evenings and some weekend hours may be required.

Salary: \$13.50 per hour

Important Dates:

May 1, 2020	Application Due
May 6-29	Tentative Interview Days
August 5 or 6	Hiring Orientation Days
August 26-28	Student Leader Training Days (8am-5pm)
August 30-31	Student Leader Camp (Overnight)
September 1-4	Student Leadership Conference (Wenatchee, WA)
September 9	Student Leader Job Specific Training Day
September 14-18	EvCC Welcome Week

Contact:

Jennifer Rhodes
Associate Dean of Student LIFE & Athletics
Student LIFE, PSU 209
425-388-9509 or jrhodes@everettcc.edu



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Responsibilities

ASB President

Serves as liaison between the students and the college administration. Gives monthly reports to the Board of Trustees. Coordinates and facilitates weekly Executive Council meetings and bi-weekly ASB Senate meetings. Manages the Technology Fee (E-Tech) Budget process and committee. Represents the issues and concerns of EvCC students on the local and state level. Serves as point of contact and assigns EvCC students to ASB Senate, college, and faculty appointment review committees. Preferred Qualification: Previously served on Executive Council.

ASB Vice President of Administration

Coordinates the ASB Senate “self-election” process; facilitating the hiring and orientation of new Senators. Prepares Senate documents, keeps minutes during the ASB Senate meetings and organizes the Senate Notebooks. Manages communication with current and prospective members of the ASB Senate. Schedules and organizes the Senate bi-weekly Snack & Chat information tables. Leads the annual ASB Constitution Review Committee. Preferred Qualification: Previously served on ASB Senate.

ASB Vice President of Student Engagement

Manages the operation and coordinates the scheduling of the student run Food Pantry. Promotes and publicizes Student LIFE, with an emphasis on Student Government. Works closely with Student Programs Board, Student Ambassadors and Publicity Services to increase student involvement at EvCC. Facilitates the Graduation Planning Committee.

ASB Vice President of Budget

Coordinates and facilitates the Services & Activities (S&A) Fee Budget Committee, which develops the annual student budget. Manages all S&A Fee Budget requests, conducting budget workshops and assisting student organizations with proposals for funding. Presents proposals to the ASB Senate, College Administration, and Board of Trustees.

ASB Vice President of Clubs & Organizations

Organizes and facilitates the bi-weekly Club Council meetings with club representatives. Plans and implements the quarterly Club Fest, as well as the Annual Student LIFE Awards Gala. Assists in the formation of new clubs and guiding them through the charter process. Manages the club files for all 40+ EvCC chartered clubs.



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Qualifications

- Must be currently enrolled in at least 10 EvCC credits or be registered for 10 credits the quarter the position would begin.
- Must have a quarterly and cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Fall 2019-Spring 2020)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline, enthusiasm and willingness to growth both personally and professionally.
- The hiring of all candidates that are selected for positions is tentative until a criminal background and EvCC conduct check is completed.

Instructions for Application:

Please print or type. Return the completed application to Student LIFE, PSU 209 or email it to studentlife@everettcc.edu.

To apply, please complete and submit the following:

1. Completed application form.
2. Complete questionnaire.
3. Turn in application *before* deadline.



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Student Leader Application

First Name: _____ Last Name: _____

Student ID #: _____ Credit Hours Fall Quarter: _____

Are both your cumulative and quarterly GPA over 2.5? Yes No New Student

How did you learn about this job opportunity?

- Student Leader Job Brochure Student Ambassador Bulletin Board/Poster
 Student LIFE Friend Advisor Social Media Other: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

E-Mail: _____

Major Area of Study: _____ Expected Date of Graduation: _____

How long have you been enrolled at Everett Community College? _____

What languages are you fluent in? _____

Please grade yourself in the following areas. Use the following scale.

O = Outstanding E = Excellent G=Good A = Average F = Fair

___ Attitude

___ Organizational Skills

___ Public Speaking

___ Self-Motivation

___ Communication Skills (Written)

___ Team Work

___ Interpersonal Communication

___ Work Ethic

___ Time Management

___ Computer Skills

___ Leadership

___ Cultural Awareness or Cultural Competency



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Prior Work or Volunteer Experience:

Please begin with your most recent experience.

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____



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Please list any campus or community activities you are involved with.

Examples: clubs, organizations, community service, etc. Please list the most recent items first.

Organization/Activity	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any other commitments during the 2019-20 academic year?

Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

Please list at least three (3) references that are not related to you.

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

Applicant's Signature

Date

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information.



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Student Leader Questionnaire

Important to note!

All questions must be answered in order to complete this application process or your application will not be considered.

All answers must be typed.

Please answer the following questions and attach to your application before submitting:

1. Why are you interested in serving as a student leader on Executive Council?
2. What do you hope to contribute to and gain from your involvement with student government?
3. What skills or experience do you have in relation to these positions?
4. As a student leader how will you communicate with the students you represent?
5. What issues are most relevant to students at EvCC?
6. If selected as an Executive Council member, how would you demonstrate leadership in your daily interactions with your fellow students?

Return the completed application to Student LIFE, PSU 209 or email to studentlife@everettcc.edu

Application Selection Process

After the application due date, applications are reviewed for eligibility. (Applicants must have a 2.5 GPA or higher quarterly and cumulatively and plan to register for at least 10 credits in the quarter they will start working. New students without a GPA are exempt.)

1. Names are removed from applications during committee review.
2. Committee reviews and grades applications with a scale of 1-5 on the following:
 - a. **Time/Effort** - Candidate took time to follow directions, information is organized, professional, and formatted.
 - b. **Complete** - Application was intact with all pages/questions, each section was filled out with info or N/A, references were included, and applicant may have attached additional items such as resume, cover letter, letters of recommendation.
 - c. **Content** - Responses to questions were well thought out or complete, student appeared interested in leadership experience, demonstrated understanding and desire to be an ambassador and a willingness to grow.
3. Applications with high scores in the above areas are selected for the interview process.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information.