



Peninsula College Student Government

Serving students since 1961

APPLICATION FOR ASC GOVERNANCE & PROGRAMMING POSITIONS

APPLICATION DUE: **May 11, 5:00 p.m.**

Name: _____ Student ID: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: _____ E-mail: _____

Cumulative GPA: _____, If you are an incoming freshman, High School GPA: _____

Expected number of quarters remaining to complete degree/cert. at Peninsula: _____

Intended area of study: _____

List other activities you are expecting to participate in for the 2018-19 year (athletics, drama, clubs, choir, jazz band, newspaper, etc.):

Do you plan to be employed during the 2018-19 academic year? Yes _____, No _____

If yes, how many hours per week? _____

By checking this box, I hereby certify that the information on this application is correct and complete to the best of my knowledge.

Date

A completed Application Packet should include:

- **1 Cover Letter**
- **1 Letter of Reference**
- **1 Completed Application**

Associated Student Government

Peninsula College is an institution that holds the principles of student leadership in high regard, dating back to the college's inaugural year in 1961. It is the expectation that students seeking a position on the Associated Student Council's executive leadership team would embrace and support the college's mission, vision and guiding principles that center on teaching and learning. Those principles also speak to respect, open and honest communication, a positive work environment, ethics and integrity, and collaborative decision-making.

An ideal student leader would be someone who has a clear understanding of the position he or she is seeking, who has knowledge of the emerging campus issues and who has ideas, or a platform, they hope to forward if selected.

Position Descriptions

There are nine positions available in Governance and Programming. Please choose the position you are applying for (check one box):

GOVERNANCE TEAM

The Governance Team is the heart and soul of Peninsula College's student government. This is the team that is engaged in everything from campus and community affairs, clubs, budget and records, community service, facilities, and campus committee work, to state-wide involvement partnering with other Community and Technical College leadership teams and professionals on system and legislative development and advocacy.

___ **Director of Records and Finance:** Otherwise known as the Secretary-Treasurer, this person is responsible for keeping, distributing, and posting (both electronically and physically) meeting minutes, keeping an accurate record of attendance at all meetings and events, keeping an accurate and up-to-date accounting of all ASC expenditures, and providing regular treasurer reports to the council. This person is also responsible for knowing the rules for expenditure of Service and Activities Fees and helping to ensure the proper use of funds. The Secretary chairs the S & A Budget Committee in the spring. Other duties as assigned.

___ **Director of Director of Environmental Affairs:** This person would be responsible for heading up the ASC's projects that center on our responsibility to reach out as leaders to be good stewards of our lands, resources, and communities, including annual Earth Week/Earth Day activities. This person would also be responsible for organizing activities or fund raising efforts related to our adopted child,

Alhassan Turay, and the pen pal relationship between his class in Sierra Leone and the students who started the relationship while at Franklin Elementary. This person would develop and promote sustainability, activism, and leadership on our campus and in our community (recycling programs, student gardens, local food/business initiatives, etc.). Other duties as assigned.

___ **Director of College and Community Affairs:** This person would be responsible for oversight of ASC projects on campus and in the community, including discount cards, and work with the Executive Team to serve as the ASC liaison to branch campuses. This person would be responsible for organizing community outreach/service activities, such as a Volunteer Fair, Health Fair, Blood Drive, etc. They would also serve as our primary liaison to the Peninsula College Ambassadors, working with them to coordinate outreach activities. Finally they would collaborate with the Director of Environmental Affairs to work on campus initiatives related to providing food for students in need. Other duties as assigned.

___ **Director of Clubs and Student Organizations:** This person would oversee and keep track of all matters pertaining to clubs and program outreach. They would accurately keep track of and report club activity, would be responsible for holding a fall club orientation and for educating and assisting clubs in their endeavors (including assisting them in all aspects of club management, such as finances, publicity, club advisor education, etc.) This person would organize our Club Fair during welcome week. This person would work closely with the Vice President of Programming, the Programming Team, and the Publicity Team to coordinate club event timing and publicity. Other duties as assigned.

PROGRAMMING TEAM

The Programming Team is Peninsula College's activity team. Its members work directly with the Vice President of Programming to approve, coordinate, hold, and evaluate high-quality events and activities such as dances, holiday events, concerts, comedy shows, contests, Welcome Week and Spirit Week events, etc. This team will share primary responsibility for decorations, event food ordering and purchasing, facility preparation, managing events, sound and lights, and organizing and facilitating both set up and tear down, etc. This team will also share responsible for doing inventory on, organizing, and maintaining the storage rooms. The Programming Team also partners with the Marketing & Publicity Team to collaborate on bringing excellence to Peninsula's student events.

___ **Director of Event Planning:** In addition to the duties described above, the Director of Event Planning has the primary responsibility for oversight of pre-event preparations, such as ordering and picking up food, decorations, etc. Other duties as assigned.

___ **Director of Event Facilitation:** In addition to the duties described above, the Director of Event Facilitation has responsibility for oversight of event set-up, sound and lights, and tear-down. Other duties as assigned.

MARKETING & PUBLICITY TEAM

This team of two would be responsible for all things publicity-related; for creating and fostering an active relationship between the ASC and our campus and community at large. Marketing/publicity includes oversight of marketing materials, press releases and communication with local media, photography, Facebook, special promotions, etc. This team would be responsible for actively keeping track of and promoting all ASC-sponsored events. This team would work closely with the Vice President of Programming and the Programming Team, as well as the Peninsula College Marketing and Public Relations staff.

___ **Director of Director of Marketing:** This person would be primarily responsible for developing and disseminating effective marketing materials, such as press releases, TV slides, flyers, brochures, posters, tickets, etc. for all events sponsored by the ASC (or clubs as needed). Through marketing efforts, this person would actively promote student body awareness of campus affairs and of student government roles and functions on campus. This person would manage our flyer holders across campus, and would also be responsible for managing the campus bulletin boards. Prior experience with graphic design is beneficial, but not required. This person would assist with photography as needed. Standing member of the Programming Team. Other duties as assigned.

___ **Director of Public Relations:** This person would primarily focus on publicizing ASC and Peninsula College events and activities (as well as daily student activities on campus) via social media and the PC web site in a way that fosters community, connection, and awareness; he or she would be responsible for improving, managing, and promoting the Facebook page, Twitter feed, and Student Government web pages on the PC website. This person would be responsible for photography/photojournalism needs at events. Standing member of the Programming Team. Other duties as assigned.

If I am not chosen for the position I am applying for, I might be interested in exploring another position at the discretion of the Executive Council.

Requirements

- 2.5 Cumulative GPA (including transfer credits when applicable).
- Plan to be enrolled in minimum of 6 credits Fall, Winter and Spring 2018-19
- Available for an interview, should you be selected for one, from 3:00-6:00 on May 17 or 18, 2018. The committee will consider phone or Skype interviews if requested.
- Make every effort to attend 2018-19 ASC Planning Meeting from 5:00-7:30 May 24, 2018. Incoming freshmen who are selected who can't attend will be briefed at a later date.
- Available to attend Leadership Retreat & Conference Sept. 4-7, 2018
- Available to attend weekly council meetings at 12:40 on Tuesdays, Sept.-June, 2018-19.
- Available to staff ASC Office 2 hours per week, Sept.-June, 2018-19
- Available for additional meetings and events throughout the year

- Enroll in Leadership 185, 186 and 187, Fall, Winter and Spring 2018-19 (exception for students who previously completed those courses).

Preference will be given to candidates who have...

- Leadership experience (high school, youth groups, college, work, etc.).
- Experience serving on the Peninsula College ASC leadership team
- A strong academic record
- Community service experience
- A positive and enthusiastic style of leadership
- The time to fully commit to a position of executive council leadership
- A demonstrated understanding and commitment to upholding both the Associated Student Body's Statement of Purpose, as well as Peninsula College's Mission and Guiding Principles.

Directions for applying

- Fill out application page and read all of the materials.
- Check all of the dates under "Requirements" to confirm your ability to compete for the position, as well as to perform it if selected.
- Write a cover letter to demonstrate how your experience matches the requirements and preferences, and how you would see yourself fulfilling the position description.
- Attach one letter of recommendation.
- Include the application page.
- Submit all of the above by 5:00 on May 11, 2018 to Director of Student Programs Rick Ross via e-mail at ross@pencol.edu, via fax at 360-417-6547 or in person at Office J-49.

Position benefits

- An ASC Representative or Programmer receives a scholarship equal to 50 percent of 15 credits of in-state tuition for Fall Quarter, renewable Winter Quarter and Spring Quarter, pending that members meet eligibility requirements (2.5 GPA, 6-credits enrollment) and remain in good standing with the ASC.
- Leadership experience
- Active role in college affairs and activities
- Expansion of interpersonal relationship skills
- Opportunity for regional travel to work with student leaders within the Washington Community and Technical College system
- Opportunity to work with professionals within the Washington CTC system
- Legislative experience
- Experience with student activities and events
- Six credits of elective credits in leadership

Peninsula College provides equal educational and employment opportunities, services and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination ([RCW 49.60](#)), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities. Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor. The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Section 504, Title II, and Title IX: Human Resource Officer, Human Resources office, (360) 417-6212.