



# Peninsula College Student Government

Serving students since 1961

## APPLICATION FOR ASC EXECUTIVE OFFICER

APPLICATION DUE: **April 9**

Save this to your computer and email to [aanderson@pencol.edu](mailto:aanderson@pencol.edu)

<b>Name</b>		<b>Student ID</b>	
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<b>Address</b>				
	Street	Town	State	Zip

<b>Phone</b>		<b>Email</b>	
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Position(s) applying for:  President       Vice President       VP of Programming

*Note: By checking multiple boxes the Selection Committee will consider you for multiple positions.*

<b>College credits completed</b>		<b>Cumulative GPA</b>	
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<b>Expected number of quarters remaining to complete degree/cert. at Peninsula</b>	
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<b>Area of study</b>	
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List other activities you are expecting to participate in for the upcoming year (athletics, drama, clubs, choir, jazz band, newspaper, etc.):

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Do you plan to be employed during the upcoming 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.*

<b>Date</b>	
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(More)

## A completed Application Packet should include:

- 1 Cover Letter
  - 1 Completed Application
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### **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**

Please select the position you are most interested in and consider checking the box that states you'd be interested in serving in either of the three roles.

**PRESIDENT** - The President shall preside at all meetings of the Associated Students and the Associated Student Council unless pre-arranged with the Vice President; shall be responsible for the executive and administrative work of the student body; shall make all committee appointments; shall be responsible for the effective operation of all student body committees; shall serve as official representative to institutional and statewide governing bodies, unless he or she delegates his/her role to another council member; and shall at all times uphold the Constitution of the Associated Students of Peninsula College. In addition to this Constitutional description of that role, the ASC President chairs the weekly ASC and Governance meetings, they develop the agendas for those meetings, they are responsible for the appointment of students to student and campus committees, they report to monthly Board of Trustees meetings and they are often called upon to speak at events and meetings.

**VICE PRESIDENT** - The Vice President shall perform the President's duties in the latter's absence; shall be responsible for the supervision of the selection process of executive officers; shall be responsible for student body elections; shall assist the Instruction Division of the college with its annual tenure review process; shall represent the student council at monthly College Council meetings; shall serve on the Tech Fee Committee, shall assist in the organization and active maintenance of school-sponsored organizations; and shall perform other duties as assigned. In addition to the Constitutional description, the Vice President would be responsible for keeping informed about campus affairs and student concerns. This person would work closely with the President, as well as college staff and administrators to oversee all matters relating to legislative affairs and elections, campus policies and procedures, and student-operated campus equipment and facilities. Standing member of the College Council, the S&A Budget Committee, the Tech Committee, and the Student Affairs Committee. Manage mail and e-mail, manage group scheduling and office hour record-keeping, along with the Director of Records and Finance. Oversee the non-programming

related aspects of Welcome Week, such as the tents, banners, student literature, etc. Other duties as assigned.

**VICE PRESIDENT OF PROGRAMMING** - The Vice President of Programming shall chair the Programming Board and provide oversight of ASC-sponsored activities. This person leads a team of Programmers and Publicity members to plan, organize, execute and evaluate student activities at Peninsula College. The Vice President of Programming also serves as part of the Executive Committee of the Associated Student Council, along with the President and the Vice President. In their role as VP of Programming, this person has oversight over all aspects of event planning, coordinating and execution, providing for the needs of the performers, coordinating the Programming Team and the Publicity & Marketing Team, working alongside the college's Marketing and Public Relations departments, the Facilities department, and Campus Safety to coordinate student-sponsored events in concert with campus events and procedures. The VP of Programming should continually seek new ways to improve campus life through events and programming and should reach out to students, and to other colleges, and to other college activity organizations, in an effort to learn about emerging ideas and trends in campus programming. Assist in the development of a quarterly activities calendar. Chair Programming Team meetings. Standing Member of the Budget Committee. Other duties as assigned.

I am interested and willing to serve in any of the three executive officer roles.

### **Requirements**

- 2.5 Cumulative GPA (including transfer credits when applicable)
- 24-plus credits prior to applying and minimum of 30 credits by the end of spring quarter
- Currently enrolled in minimum of 6 credits
- Available for an interview between **3:00-5:00 on April 13**, N-Building Conf. Room.
- Available to attend budget meetings at **1:30 p.m. May 4** and **TBD May 1 or 8.**
- Available to attend 2026-27 ASC Planning Meeting from **5:00-7:00 May 21.**
- Available to attend Leadership Retreat in September.
- Demonstrate intention to be enrolled at a minimum of 6 credits for each quarter, Fall, Winter and Spring for 2026-27.
- Available to attend weekly council meetings Sept.-June.
- Available to staff ASC Office 3 hours per week, Sept.-June.
- Available for additional meetings, reports, appearances and events throughout the year
- Applicants are encouraged to consider a commitment to the ASC and your studies. Should you wish to also hold a full or part-time job, you need approval from the Office of Student Life.

### **Preference will be given to candidates who have...**

- Leadership experience
- Experience serving on the Peninsula College ASC leadership team
- Knowledge of Peninsula's emerging campus issues
- 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 two letters of recommendation. Preference will be given to applicants who include one letter of recommendation from a Peninsula College faculty or staff member.
- Include the application page.
- Submit all of the above by April 9 to the Department of Student Life, [aanderson@pencol.edu](mailto:aanderson@pencol.edu)

### **Position benefits**

- An executive officer receives a scholarship equal to 15-credits of in-state tuition for Fall Quarter. It is renewable Winter Quarter and Spring Quarter, pending that officers meet eligibility requirements (2.5 GPA, 6-credits enrollment) and remain in good standing with the ASC.
- Leadership experience
- Active role in college affairs
- Expansion of interpersonal relationship skills
- Opportunity for regional travel to work with student and college leaders within the Washington Community and Technical College system

*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.*