

Thank you for your interest in a **Clark College Activities Programming Board (APB) Position.**

With the group motto, “**We run the fun!**” this group is charged with the creation of a comprehensive events calendar to include family, social, educational, cultural, and awareness events for Clark students. Hosting 40+ events each year, including the annual Spring Thing event, **APB officers gain valuable leadership experience through event research, budgeting, planning, implementation and assessment.** We want to help students create memories and experiences while here at Clark. APB members receive ongoing leadership training in order to complete their assigned duties.

It is the responsibility of the Activities Programming Board (APB) to:

- Initiate and coordinate student activities;
- **Select, schedule, and implement APB-sponsored events;**
- Provide opportunities for individual leadership development and for group participation;
- **Plan, organize, budget and facilitate three (3) events each quarter; 2 events on main campus and 1 event on a satellite campus either CTC or CCW;**
- Track event attendance and administer event evaluations;
- **Schedule and oversee all volunteers at assigned APB events;**
- Assist with quarterly ASCC Welcome Week events and activities
- **Work as a team to schedule vendors and performers for Spring Thing;**
- Attend 15 weekly office hours;
- **Attend designated weekly 1:1 meetings with the Student Life Program Support Supervisor;**
- Maintain academic eligibility; submitting quarterly academic mid-quarter evaluations;
- **Affirm and support the Clark College Mission, Vision and Values statement.**

Minimum qualifications for a student government position include:

- Be currently enrolled in **eight (8) credits** or more at Clark College;
- **Possess and maintains a 2.50 cumulative grade point average at Clark College;** and
- Have **completed a minimum of twelve (12) college level credits** at Clark College.
- By **Friday, May 3, 2019** you must have attended **two (2) APB meetings.**

Compensation:

- Due to the mandated minimum wage increase in January 2020, pay will change during the annual contract. The wage you will be **\$12.24 per hour** (July – December 2019) **and increase to \$13.50 per hour** (January – June 2020).
- You **must be able to work up to 15 hours per week** during regular business hours. Regular business hours are Monday through Thursday 8:00 am-5:00 pm and Friday 8:00 am-1:00 pm.

Application process:

The following materials must be submitted no later than **Friday, May 3, 2019** into Sami Lelo’s mailbox **by 1:00 pm in PUB 160:**

- A **typed qualification statement no less than 250 words** and no longer than 500 words;
- An APB Job Application Form including **2-3 professional references;**
- Verification of attendance at **two (2) APB meetings;**
- A petition for candidacy with **50 signatures** from currently enrolled Clark College students;
- A **Career Center-approved resume;**
- An **unofficial copy** of your Clark College transcript. The transcript must include all quarters completed prior to the application deadline.
- Spring quarter class schedule**
- Sign-up for an interview at the Office of Student Life front desk (after you turn in your application)

SELECTION PROCESS:

All qualified applicants for the position will be contacted for an interview.

PLEASE NOTE:

- A student may NOT be employed, at the same time, in two student leadership positions. For example: Student Ambassador, Activities Programming Board (APB), Associated Students of Clark College (ASCC), and Peer Mentor.
- When applying for this position, it should be taken into consideration that, barring unforeseen circumstances, you will be required to serve for one school year - that is, Fall, Winter, and Spring quarters of the year you applied for employment in.
- As with all other employed positions at Clark College, all potential employees must submit to a **background check** before being approved to work. Negative history on a background check does not automatically disqualify you from employment.
- As part of the process, a **Career Center-approved resume** must be turned in with the application. Please visit Career Services in PUB 002, or call (360) 992-2902. All students must have a Career Services approved resume to qualify for employment. To make sure you can get approved quickly, bring your resume on a thumbdrive to Career Services so that changes can be made right away.

****APPLICATIONS ARE DUE Friday, MAY 3, 2019 BY 1:00 pm TO PUB 160****

If you have any questions, please contact the Student Life Program Support Supervisor, Sami Lelo, at slelo@clark.edu, call (360) 992-2806, or stop by the Office of Student Life in PUB 160.

Tentative Training Schedule:

- **Spring Transition Meeting** – June (Exact date and time TBD– Please submit spring class schedule to help us in scheduling this)
- **Individual Meeting with advisor** – June (Exact date and time TBD based on student availability)
- **Individual Summer Training** – July – August, 1-2 hours per week (as available) – To be scheduled during June meeting with Student Life Program Support Supervisor.
- **Fall Training – Tuesday, September 3 – Friday, September 20, 2019**
 - Training will be Monday through Friday 9:00am – 4:00pm (later on a few days)
 - September 4-6th we will be attending the Student Leadership Conference in Pasco, WA – this is required for all positions.
- **Ongoing Monthly Student Leader Professional Development Training.** Dates and times based on team schedule. This training is required for all positions as it provides ongoing professional development.
- Other trainings as designated by the Director of Student Life and Student Life Program Support Supervisor.

Job Application Form

This form is confidential. All fields must be filled in correctly and legibly. Fields that are not filled in or are illegible may delay or exclude the applicant from approval until rectified.

Name First: _____ Last: _____ Middle Initial: _____

Date of Birth: ____/____/____ Student Identification Number: ____-____-____

Address: _____

Telephone: Home _____ Cell _____ Email _____

How long have you attended Clark? _____ Major or field of study? _____

How many credits are you currently taking this quarter? _____ Next quarter? _____

When is your anticipated graduation date? _____

Are you currently or have you ever served on an ASCC or campus committee?

Yes___ No___ Year _____ If yes, which? _____

Are you currently or have you ever been involved in any ASCC or club activities?

Yes___ No___ Year _____ If yes, explain: _____

References. Please list at least **two professional** references.

Name: _____ Phone: _____ Email: _____

Company: _____ Title: _____

Name: _____ Phone: _____ Email: _____

Company: _____ Title: _____

Name: _____ Phone: _____ Email: _____

Company: _____ Title: _____

You may apply to as many positions as you would like. Please check the positions you would like to be considered for:

Available Positions:

	APB Family Events Coordinator		APB Cultural Events Coordinator
	APB Social Events Coordinator		APB Awareness Events Coordinator
	APB Educational Events Coordinator		

The information I have submitted is true to the best of my knowledge. I understand that the contents of this application are subject to verification and, if found untrue, will result in my immediate disqualification. By signing below, I am authorizing the release of my Clark College transcripts for confidential verification purposes.

Signature _____ Date _____



All applicants are required to attend **two (2) APB meetings**. Upon attending these meetings, receive a signature from the APB Chair.

Required Meetings – two (2):

Activities Programming Board:

Committee Chair : _____
signature date

Activities Programming Board:

Committee Chair : _____
signature date

Committee Meeting Days/Times for:

Winter Quarter:

Activities Programming Board: Mondays, 10:00 am – 11:00 am in PUB 160D

Please visit www.clark.edu/student-life or PUB 160 for spring quarter meeting times

For schedule conflicts contact Sami Lelo at slelo@clark.edu

****ALL MEETINGS ARE TENTATIVE AND SUBJECT TO CHANGE.
Check with Sami Lelo at slelo@clark.edu for more information****



PETITION

We, the undersigned students of Clark College, recognize and petition for the said applicant applying for the said office(s) for the 2019-2020 academic school year.

Name of Applicant: _____

Available Positions: (check all that apply):

<input type="checkbox"/>	APB Family Events Coordinator	<input type="checkbox"/>	APB Cultural Events Coordinator
<input type="checkbox"/>	APB Social Events Coordinator	<input type="checkbox"/>	APB Awareness Events Coordinator
<input type="checkbox"/>	APB Educational Events Coordinator	<input type="checkbox"/>	

****ATTENTION: Please make sure student names and last four of student ID is printed clearly and legibly. All applicants are encouraged to obtain more than the fifty (50) signatures required for candidacy to ensure that enough signatures are validated. This form continues on back.****

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