



Thank you for your interest in a **Clark College Student Government Position**.

If you are enrolled in courses at Clark College, you are a member of the Associated Students of Clark College (ASCC). The ASCC Student Government is recognized by the Board of Trustees as the sole representative body of Clark College students. ASCC officers gain valuable leadership and executive level experience such as leadership training, decision making, fiscal management, and conflict management. Student Government also keeps students informed about administrative or legislative policies that directly affect the student body.

It is the responsibility of the ASCC Student Government to:

- Provide representation of student interest, needs and well-being within the college community;
- Provide opportunities for individual leadership development and for group participation;
- Initiate and coordinate student activities;
- Foster cooperative relationships among the students, faculty, staff, administration and community;
- Affirm and support the Clark College Mission, Vision and Values statement.
- For full job descriptions visit: www.clark.edu/student-life

Minimum qualifications for a student government position include:

- Be currently enrolled in eight (8) credits or more at Clark College;
- Possess and maintain 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) official ASCC meetings, one of which must be an ASCC Student Government meeting. Please see the committee signature page for information on these meetings.

Compensation:

- Due to the mandated minimum wage increase in January 2020, pay will change during the annual contract. The wage 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 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 to the Office of Student Life (PUB 160) no later than **Friday, May 3, 2019 by 1:00 pm:**

- A typed qualification statement no less than 250 words and no longer than 500 words;
- An ASCC Job Application Form including 2-3 professional references;
- Verification of attendance at two (2) official ASCC meetings; one of which must be the ASCC Student Government Meeting;
- 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.
- Sign up for interview at the Office of Student Life front desk

SELECTION PROCESS:

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

PLEASE NOTE:

- A student may NOT be employed in two student leadership positions (ex: Associated Students of Clark College (ASCC) and Activities Programming Board, Student Ambassador, Peer Mentor, etc.).
- 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.
- The position application is attached. In addition to the position description, available separately, it is also important that you become familiar with the ASCC Constitution and Bylaws, available in the Student Life Office and online at www.clark.edu/campus-life/student-life/ascc/forms_docs.php
- As a minimum qualification, 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 quick approval, bring an *electronic* copy of your resume to be approved.

****APPLICATIONS ARE DUE FRIDAY, May 3, 2019 BY 1:00 PM TO PUB 160****

If you have any questions, please contact the ASCC Vice President, at asccvp@clark.edu, call (360) 992-2353 x3640, or make an appointment to meet in the Student Life Office, 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 Director of Student Life** – 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 Director of Student Life
- **Fall Training – Tuesday, September 4 – Friday, September 21, 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. Training is required for all positions as it provides ongoing professional development.
- Other trainings as designated by the Director of Student Life.

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: _____ City: _____ State: ____ Zip Code: ____

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? _____

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

Yes ___ No ___ Year _____ If yes, which? _____

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

Yes ___ No ___ Year _____ If yes, explain: _____

References. Please list at least **two professional** references. *Other students may not serve as references.*

Name: _____ Phone: _____ Email: _____

Company: _____ Title: _____

Name: _____ Phone: _____ Email: _____

Company: _____ Title: _____

Name: _____ Phone: _____ Email: _____

Company: _____ Title: _____

You may apply to as many or as few positions as you see fit. You do not have to meet extra requirements if you apply for more than one position. Please check the positions you would like to be considered for:

| | |
|------------------|------------------------|
| President | Executive Assistant |
| Vice President | Promotions Coordinator |
| Finance Director | Activities Director |
| Club Coordinator | |

The ASCC Appointments Committee aims to appoint the best person for each job. If you would like to have the option of being considered for a position even if you did not check it above, please indicate by checking "yes" below:

| | |
|--|---|
| Yes, I would like to be considered for other positions | No, I would not like to be considered for other positions |
|--|---|

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) official ASCC Student Government meetings, one of which must be an ASCC Student Government meeting. Upon attending these meetings, receive a signature from the committee chair.

Required Committee – Must Attend One (1):

ASCC Student Government:

Committee Chair – Bryce Regian: _____
signature date

Other Committees – Choose One (1):

ASCC Student Government:

Committee Chair – Bryce Regian: _____
signature date

Student Government Budget Committee:

Committee Chair – Shalana Marshall: _____
signature date

Committee Meeting Days/Times:

For schedule conflicts contact the ASCC Vice President at ascvvp@clark.edu

WINTER QUARTER:

ASCC Student Government Meeting

Tuesdays, 3:30 - 4:30pm

Student Life Office Conference Room - PUB 160D

ASCC Student Government Budget Committee

Wednesdays, 4:00 – 5:00 pm (as requests received)

Student Life Office Conference Room – PUB 160D

SPRING QUARTER MEETINGS - TBA



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"/> | President | <input type="checkbox"/> | Activities Director |
| <input type="checkbox"/> | Vice President | <input type="checkbox"/> | Promotions Coordinator |
| <input type="checkbox"/> | Club Coordinator | <input type="checkbox"/> | Executive Assistant |
| <input type="checkbox"/> | Finance Director | | |

****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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