### 2020-2021 Student Leadership Application Packet

### DUE: May 24th

### Instructions: Please read through the entire packet, and follow all of the instructions provided for each section. Turn in your completed application packet to the Office of Student Life VIA EMAIL to piercestudentlife@gmail.com by May 24th. Late applications will not be accepted or considered.

### General Requirements

### Applicants wishing to apply for a position on the student leadership team must meet the following requirements:

1. A currently registered student at Pierce College Puyallup and be in good standing with the College, and the community.
2. Have completed at least \*10 credits at Pierce College Puyallup, and you must remain enrolled in at least 10 credits at the Puyallup campus in order to maintain your position.
3. Have a cumulative and quarterly GPA of at least 3.0.
4. Available to work during breaks in the academic calendar.
5. Commit to of a full academic year from Summer 2020 to Spring 2021.

\*see appeals below if you are a new student to Pierce.

**PLEASE NOTE**:

* You will be paid $13.50 - $14.00 hourly (depending on position).
* You must be able to work a minimum of 12 hours per week during regular business hours. Regular business hours are 8:00am-5:00pm, Monday - Friday. There will occasionally be activities that require you to stay later than 5pm.
* A student may NOT be employed in two student leadership positions (ex: Associated Students of Pierce College Puyallup (ASPCP) and STAT, Tutor, Library, etc.
* We will not be able to excuse absences from ASPCP activities for high school athletics, music and other co-curricular activities. We are also unable to accommodate absences related to other jobs that you may have in addition to your position in the ASPCP.
* In order to succeed in your position it is important that you are able to attend the following:
  + Mandatory summer and fall training (Aug-Sept) which may include one over-night trip. Depending on COVID-19 regulations.

If you must miss any of the training described above, please let us know as soon as possible so that we can determine whether or not we will be able to accommodate your absences.

**Selection Process**

Submitting your application does not guarantee an interview. Applications will be ranked by the Selection Committee and an interview will be provided to as many applicants as possible. Interviews will be conducted in two stages. In the first stage, applicants will be interviewed individually in Zoom virtual interviews and will be asked a series of questions by the selections committee.

The second stage will be depending on COVID-19 regulations.

After all of the individual interviews are conducted, some applicants will be asked to attend a group interview. At the group interview you will be placed in small groups and asked to work through several tasks while the committee observes. Following the group interview the committee will deliberate and place applicants who excelled in the group interview into the positions they feel would be the best fit.

Appeals

If you do not meet one or more of the above requirements for participation, you may appeal to have your application considered by the Selection Committee. Please include a statement with your completed application packet explaining to the committee why you should be considered for the position(s) you are applying for and explaining any circumstances that may have prevented you from meeting a requirement. Submitting an appeal does not guarantee that your application will be considered for an interview by the Selection Committee. To improve the chances of a successful appeal, submit your application and appeal as early as possible.

**Assistance:**

If you need more information or have any questions about the application and selection process, please feel free to contact:

Kelsie Nabass

Interim Director of Student Life

253-840-8415

[knabass@pierce.ctc.edu](mailto:knabass@pierce.ctc.edu)

Student Government Executives: 3 Positions

#### President

### As the President, you will act as the face and voice of the Associated Students of Pierce College Puyallup, representing student opinion to the Board of Trustees, College Cabinet, the faculty, staff, administration, and other college forums. You will chair the Student Council, and will work closely with the advisors to lead, motivate, provide vision, and support Student Government as they set and achieve goals. Along with Student Government, you will be working with the three other branches in our office. This position needs someone who is dedicated to student engagement, and their team, willing to put the ideas and desires of the group before their own.

### Vice President of Student Organizations

### As the Vice President of Clubs and Organization, you will assist the President in matters relating to the Student Council, and in their absence be responsible for chairing Student Council and Student Government meetings. You will also serve as the executive for the Clubs Board. This means organizing meetings with coordinators and checking-in to ensure that they are meeting their obligations and commitments. This position, much like the President, needs someone who is willing to put the ideas and desires of the group before their own.

#### Vice President of Activities

### As the Vice President of Activities, you will assist the President in matters relating to the Student Council. You will be responsible for coordinating and supervising the work of the Activities Board, as well as serving as the Chair of that group. This means organizing meetings with them and checking-in to ensure that they are meeting their obligations and commitments and maintaining the master events calendar for the campus. This position, much like the President, needs someone who is willing to put the ideas and desires of the group before their own.

Student Government Senators: 4 Positions

As a Senator you will serve as the voice of the students on the Student Council and on other college committees. You will spend a lot of time talking to students in order to find out what *their* interests and needs are, and how *they* think you should vote on Student Council decisions. You will have opportunities to get involved in issues that affect students across the state, and work with members of the Pierce College administration to improve conditions for students at Pierce College Puyallup.

The Student Council Senators each have an area of focus.

* **Operations Senator**: Works closely with the ASPCPC President. Is responsible for maintaining a written record of Student Government meetings, and the actions of the Student Council.
  + **Student Advocacy Senator**: Seeks out student voice, and coordinates and organizes student feedback and data for use by the Office of Student Life.
  + **Legislative Senator**: Lobbies state and federal legislators on behalf of Pierce College Puyallup students. Coordinates student participation in legislative issues and events.
  + **Equity, Diversity, and Inclusion Senator**: Seeks out student voice and works to make sure that all institutional decisions prioritize equity, diversity, and inclusion.

Activities Board: Student Engagement Coordinator

4 Positions

As a member of the Activities Board, you will plan events that facilitate student development and increase student engagement online and campus. Examples of some campus events that AB has planned on campus in the past are Family Movie Night, Open Mic Night, and ski trips. Examples of some campus events that AB has planned online include, virtual karaoke night, virtual poetry writing workshop, virtual Zumba.

Student Engagement Coordinators should be creative, friendly, detail oriented, and able to work well in a team environment. For our virtual events, you will have deadlines to meet and need to be a self-starter in order to be successful. You will be responsible for planning 3-4 events or activities per quarter with an assigned budget, as well as attending all events, trainings, and weekly AB and team meetings.

Clubs Board: Student Organizations Coordinators

4 Positions

As members of the Clubs Board, Student Organizations Coordinators promote existing clubs and encourage students to start get involved and start new clubs on campus. Coordinators also support existing clubs by helping them to plan their meetings, events and other activities; you will have deadlines to meet and need to be a self-starter in order to be successful. Student Organization Coordinators should be creative, friendly, detail oriented, and able to work well in a team environment. You will attend clubs events, trainings, and weekly Clubs Board and team meetings.

Marketing, Outreach and Design:

4 Positions: 2 Marketing and 2 Graphics

**Marketing Coordinators** promote all student events and activities held by the Office of Student Life. Marketing Coordinators should be able to use Instagram, Facebook, Twitter and YouTube in a professional, business manner. They will coordinate all our social media accounts as well as update the college’s website and calendar, by working with the college’s marketing office. Marketing Coordinators will be in charge of overseeing all on campus promo for events. This includes, but not limited to: window paint, flyers, sandwich boards, and bulletin boards.

**Graphic Designers** are responsible for designing digital and print promotional materials for all branches of the student leadership team.This includes, but not limited to: handbills, brochures, posters, punch cards, social media posts, info graphs, etc. Graphics Coordinators should be able to use Adobe Photoshop, InDesign and Illustrator and must submit a portfolio of their graphic design work that demonstrates their skill and range as a graphic designer. **Portfolios must be submitted in hardcopy at the time you submit your application.**

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| * **Application Process -**  If you have any questions please contact Kelsie Nabass at [knabass@pierce.ctc.edu](mailto:knabass@pierce.ctc.edu) |

* Return the completed application to the Office of Student Life VIA EMAIL to [**piercestudentlife@gmail.com**](mailto:piercestudentlife@gmail.com) *Incomplete and late applications will not be considered.*
* You may attach other documents (appeals) you think will be important to this application.

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| **Section I. Required Information** – You **must** include the following elements: |

* A completed application packet and essay.
* A current resume which details your education, work, and volunteer experience.
* An unofficial transcript from Pierce College, and/or from your most recent previous institution
* A Letter of Recommendation

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| **Section II. Personal Information** – All information will be verified upon hiring. Please make sure that your voicemail inbox is set up and not full so that we may contact you to schedule an interview. |

Last Name:

First Name:

Student ID Number:

Phone Number:

Email Address:

Program of study:

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| **Section III. Position Preference** – Place a check next to all of the positions for which you wish to be considered, and rank three of them numerically in order of interest. (1st, 2nd, 2rd, choice). |

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| **Executive Positions**  President  VP of Activities  VP of Student Organizations  **Student Government**  Legislative Senator  Equity Diversity & Inclusion Senator  Operations Senator  Student Advocacy Senator | **Activities Board**  Student Engagement Coordinator  **Clubs Board**  Community Engagement Coordinator  **Marketing, Outreach and Design Team**  Graphic Designer  Marketing Coordinator |

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| **Section IV. Essay –** Please answer the following three questions in an essay of 500-800 words.  Be as clear, concise and compelling as possible. |

1. Which leadership position do you think would fit you best? Why?
2. Please answer one of the following questions based on the position you selected in question #1:

* If you selected an Executive position, please tell us about the challenges you believe you would face as an executive on the student leadership team. Why do you believe you will face these challenges? What will you do to overcome them and be successful in leading your team?
* If you selected a position on the Student Government, please tell us what you think is an important issue affecting student success at Pierce College and describe in detail how you would advocate for positive change in that area?
* If you selected a position on the Activities Board, please tell us about an event that you think would really engage your fellow students. Please be specific and go into detail about the different aspects of your event that would make it amazing?
* If you selected a position on the Clubs Board, please tell us in your own words student clubs and organizations are important to a college campus. Please describe in detail what you would do to encourage students to start new clubs and/or join a club?
* If you selected a position in Marketing, Outreach and Design, please tell us what you believe to be the greatest challenge in promoting activities and events to college students and what strategies you would employ to be effective in your role?

1. Serving as a student leader will require a great deal of your time and energy, averaging 15 hours each week. How will you balance your personal life, work life and still ensure that you are successful academically?

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| **Section V. Applicant Agreement** |

I certify that the information provided in this application including attached documents is true, correct and complete to the best of my knowledge. I understand that consideration of this application and the continuation of any employment gained, depend upon the true and accurate representation of the facts as stated or implied in this application.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_