

# Pierce College Fort Steilacoom 2021-2022 Student Leadership Application Packet for Student Government & Activities Board

Please complete this application if you are interested in applying for the Student Leadership team (consists of Student Government & Activities Board) for the upcoming 2021-2022 academic year (fall, winter, spring quarters). **The term of this position runs from Fall quarter 2021 through Spring Quarter 2022. It also includes summer training from August 30 – September 17, 2021.\***

- Completed STUDENT LEADERSHIP Employment Application. *You may use this application to apply for BOTH Student Government & Activities Board positions if you are interested in multiple positions.*
- Turn in completed applications by emailing them to [StudentLifeFS@pierce.ctc.edu](mailto:StudentLifeFS@pierce.ctc.edu).
- Qualifying applicants will be contacted to participate in the interview process

## Job Qualifications & Expectations

- Currently have college GPA of 2.7 or higher.\*
- Will be Enrolled in minimum of 10 credits or more at Pierce College during 2021 Fall, 2022 Winter & Spring Quarters.
- All members are expected to attend all scheduled team and office meetings, and training sessions.
- ***Must be able to participate in the summer leadership training from August 30 – September 17, 2021. \*Dates are subject to change.***
- All members are responsible for fulfilling their job description.
- *Successful candidates must maintain minimum quarterly & cumulative 2.5 GPA or higher once hired for Student Government, including GPA for Spring 2021. They must also be enrolled in a minimum of 10 credits at Pierce College, per quarter, for the upcoming Spring Quarter.*

**Hours Required (in person or remote duties & activities to conform & adhere to Pierce College Health & Safety Expectations during the COVID-19 Pandemic):**

- 10 to 17 office hours a week to include:
  - Team & All-Office meetings
  - Plan and participate in Student Life events and activities
  - Attend and report at Student Government, Activities Board, & Student Life Office meetings
  - Maintain regular Office Hours (be available to meet with members of the Student Body).

Compensation:

- ✓ Pay range begins at \$13.69

## For More Information:

**Student Government:** Walter Lutsch, Student Engagement Specialist

Phone: 253-912-2358

Email: [JLutsch@pierce.ctc.edu](mailto:JLutsch@pierce.ctc.edu)

**Activities Board:** Allie Morrow, Program Coordinator

Phone: 253-964-6514

Email: [AMorrow@pierce.ctc.edu](mailto:AMorrow@pierce.ctc.edu)

***Please return completed applications to the applications  
to Student Life at [StudentLifeFS@pierce.ctc.edu](mailto:StudentLifeFS@pierce.ctc.edu).***

## STEPS to Completing Student Leadership Application

<b>1.</b>	<p><b>Student Leadership Application Forms:</b>          Please print legibly, (or type) your application.          Answer all questions completely.</p> <p>DON'T FORGET: Sign &amp; Date you application</p>
<b>2.</b>	<p><b>One Letter of Recommendation:</b></p> <p>Letters should be from a current/ previous employer, instructor, administrator, clergy leader, or other individual who can attest to the following:</p> <ul style="list-style-type: none"> <li>a) <i>The applicant's character.</i></li> <li>b) <i>The applicant's potential/qualifications to lead others.</i></li> <li>c) <i>The applicant's academic and leadership potential.</i></li> <li>d) <i>The applicant's work ethic.</i></li> </ul> <p><b><u>DO NOT</u></b> INCLUDE LETTERS OF RECOMMENDATIONS FROM FAMILY MEMBERS OR PEERS.          Letters can be emailed to <a href="mailto:StudentLifeFS@pierce.ctc.edu">StudentLifeFS@pierce.ctc.edu</a></p>
<b>3.</b>	<p><b>Current Transcript:</b>          Unofficial Transcripts are Acceptable.          Please include with your other application materials.</p>
<b>4.</b>	<p><b>Student Reference</b>  <i>(for Student Government positions only)</i>          List one reference from a fellow Pierce College student</p>

Turn in your **completed** materials including the application, two letters of recommendation, and transcript(s) to [StudentLifeFS@pierce.ctc.edu](mailto:StudentLifeFS@pierce.ctc.edu).

## How Student Leadership teams serve Pierce College

*The Student Leadership team consists of both the Student Government (SG) Officers and the Activities Board (AB). Although SG and AB work very closely together, both teams have specific duties and purposes. The details for some of the specific duties of each team are below.*

### Student Government

### Activities Board

<b>Mission Statement of Student Government</b>	<b>Mission Statement of Activities Board</b>
<p>The mission of the Student Government of the Associated Students of Pierce College Fort Steilacoom shall be, "We, as students for Pierce College Fort Steilacoom, will take an active role in identifying and addressing the needs of the student body; we will work to benefit the college and community through leadership, representation, and service."</p>	<p>Activities Board's mission is "to initiate, prepare and execute programs which address educational, cultural and social issues, while also providing entertainment for the college and the community. Student Activities will strive to empower all Pierce College students and enhance the education and leisure opportunities on campus."</p>
<b>Student Government team description of duties</b>	<b>Activities Board team description of duties</b>
<p>The Associated Students of Pierce College Fort Steilacoom (ASPCFS) Student Government has a broad set of responsibilities. These include, but are not limited to, the following...</p> <ul style="list-style-type: none"> <li>• Oversight of the clubs &amp; organizations charter process. Chair the Club Council meetings.</li> <li>• Planning &amp; implementing events such as Constitution Day, Raider Review, Club Fair, and Civics Week, etc.</li> <li>• Ensuring student representation on Pierce College committees, such as Tenure Committees, Health &amp; Safety Committee, S&amp;A and Tech Fee budget committee.</li> <li>• Presents reports at the Pierce College Board of Trustees meetings</li> <li>• Plan &amp; Support virtual engagement activities</li> <li>• Initiates the S&amp;A Fee &amp; Technology Fee budget development processes each year.</li> <li>• Participates in the statewide Legislative Voice Academy.</li> <li>• Listening to and advocating for the voice of the Associated Students of Pierce College Fort Steilacoom.</li> <li>• Representing the student voice on the Pierce College District Cabinet.</li> <li>• Student Government works closely with the Activities Board</li> </ul>	<p>The Activities Board (AB) is responsible for creating educational, social, entertaining, and engaging activities on the Pierce College Fort Steilacoom campus. Events &amp; services offered by the Activities Board include, but are not limited to, the following...</p> <ul style="list-style-type: none"> <li>• Develop &amp; execute quarterly Student Life event calendar</li> <li>• Create opportunities that enhance student engagement and sense of community on campus.</li> <li>• Organize off-campus events &amp; outings for students</li> <li>• Plan &amp; implement large scale special events               <ul style="list-style-type: none"> <li>○ Family &amp; College Movie Nights</li> <li>○ Blood Drives</li> <li>○ Cultural/ Diversity Awareness Activities</li> <li>○ Holiday Themed events</li> <li>○ Welcome Days</li> <li>○ Halloween Extravaganza</li> <li>○ Art Daze</li> </ul> </li> <li>• Plan and implement online/ virtual events</li> <li>• Organize guest speaker lectures</li> <li>• Design &amp; produce promotional products for the Office of Student Life</li> <li>• Posting advertisements for other Pierce College departments</li> </ul> <p>Activities Board works closely with Student Government.</p>

# APPLICATION FOR *STUDENT LEADERSHIP TEAM*

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

When will you graduate or transfer from Pierce College Fort Steilacoom? \_\_\_\_\_

What kind of work are you interested in? Check all that apply:

## Student Government:

- Representing Student Voices
- Serving others
- Working with Clubs & Organizations
- Cultural affairs & issues
- Helping others find ways to connect
- Leadership & personal development
- Civic & legislative engagement

## Activities Board:

- Event Planning/ Logistics
- Hosting Events/ Presentations
- Planning & creating multicultural events
- Designing Ads/ Graphic Design
- Communications & Promotions
- Social Media & Engagement

**STATEMENT OF INTEREST:** *Please respond to each the following questions...*

1. Why are you interested in becoming a member of Student Government and/ or Activities Board?
2. Please describe one of your leadership experiences, and what you learned from that experience.
3. *How do feel you can contribute to the STUDENT LEADERSHIP TEAM and how will it help you succeed?*

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4. List any Volunteer/Service based experience or participation in school, clubs, church or related activities (Music, Art, Clubs, School paper, etc.).

Name of Organization	Volunteer Role	Dates of Involvement

5. What is your cumulative Grade Point Average (GPA): \_\_\_\_\_

Please list one reference from a fellow Pierce College student (only required if applying for a Student Government position).

Name: \_\_\_\_\_

Email: \_\_\_\_\_

6. References: Please list two references. *At least one reference must be an employee of Pierce College* such as an advisor or instructor that knows you. The other reference could include a former employer, co-worker, clergy member, teacher, or community service volunteer coordinator, who knows you. Please do not include family members as references.

Reference 1:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

How do you know this reference: \_\_\_\_\_

Reference 2:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

How do you know this reference: \_\_\_\_\_

I hereby certify that I have at least a 2.7 cumulative GPA and plan to enroll in a minimum of 10 credits each quarter (Fall, Winter, and Spring) in 2021-2022. I authorize the Director of Student Life and/ or the Student Life Staff to review my college records for verification. I also certify that the information provided in this application is true & accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date