



EDMONDS COMMUNITY COLLEGE
ASSOCIATED
STUDENTS

**2018-2019
EXECUTIVE
OFFICER FOR
ADMINISTRATIVE
LIAISON
APPLICATION**



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

2018-19 Executive Officer for Administrative Liaison Application

Thank you for considering becoming an Associated Students of Edmonds Community College Executive Officer. Being an Executive Officer is more than just a job but is an experience where you will make important decisions on behalf of all students at EdCC. The position of Executive Officer means you are the voice of students and represent their concerns and needs to the administration of EdCC. You will receive training and mentorship from senior college administrators and the Center for Student Engagement and Leadership staff that will help you build on the skills you bring to the position. When you complete your term at the end of spring quarter you will have learned new skills, had valuable learning experiences, meet new people and have an experience you can put on your resume! Are you ready to leave a lasting legacy at EdCC?

In this application packet, you will find the necessary information and forms you will need to complete your application. Please read the information carefully.

- Application deadline is **November 15th, 2018 @ 11:59 PM**
- Selected candidates will have interviews on **November 19th and 20th**
- Check your email and phone for our final decision by **November 28th**

To start, complete the information below and return with your application materials.

Name: _____
Email Address: _____ Phone Number: _____
Mailing Address: _____
City, State, Zip Code: _____

Please answer the following question:

Will you be enrolled at EdCC through spring quarter 2019? Yes No



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

Requirements

Executive Officer Position Requirements

Student government Executive Officer positions require that you meet and maintain certain requirements including being able to commit to the training dates and times listed below.

Term of office: **November 28th, 2018 – June 14th, 2019**

Requirements at Time of Application

For your application to be considered you must meet the following requirements:

- Must be enrolled in at least 6 EdCC credits at the time of application (international students in at least 12 EdCC credits)
- Must have and maintain a minimum of 2.5 cumulative GPA or equivalent from EdCC or from the most recent institution attended

Requirements When Work Begins

To begin as an Executive Officer, you must meet the following requirements:

- Registered for fall quarter
- Be available for Executive Board Work Sessions and Regular meetings every week
- Must be eligible to work (i.e. have social security number, pass background check)
- Have a signed Executive Officer expectations agreement on file
- Resident students must be continuously enrolled for a minimum of 6 credits fall, winter and spring quarters (international students for a minimum of 12 credits)
- Complete a minimum of 6 credits each quarter enrolled with a minimum 2.5 GPA

Academic Year Schedule: Be able to serve and work up to 16 hours each week.

Fall quarter: **September 17 – December 7, 2018**

Winter quarter: **January 2 – March 18, 2019**

Spring quarter: **April 1 – June 14, 2019**

Pay: \$11.50 per hour; \$12.00 per hour starting January 1, 2019



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

How to Apply

To be considered for an Executive Officer position you must submit the following:

- A **cover letter** addressing the following points:
 - Reasons for applying for the position
 - Academic and career goals at Edmonds (including approximate completion date) and beyond
 - Specific experiences and skills which are applicable to the position
 - Any previous leadership experiences you have had or are currently participating in
 - Areas or issues surrounding campus life and governance that you think student government should address
- A **resume** outlining your work and volunteer experiences
- One **Executive Officer Skills Evaluation form** from an instructor or supervisor (**Optional**)
- One **letter of recommendation** from a different person who fills out your Executive Officer Skills Evaluation form (instructor or supervisor) (**Optional**)
- An **unofficial EdCC transcript** and **current class schedule in pdf or hard copy**
 - If EdCC is not the most recent institution attended, you may submit a transcript from your most recent institution attended
- Any other material that you believe supports your candidacy for an Executive Officer position

The application deadline is **November 15th, 2018 @ 11:59 PM.**

NOTE: It is the applicant's sole responsibility to submit all materials by the deadline, including the Executive Officer Skills Evaluation form and letter of recommendation. Any late or incomplete submissions will not be reviewed by the Hiring Committee.

Submissions:

Application materials may be submitted electronically or in hard copy.

- Send materials to Kevin Long, Executive Officer for Technology, asedcc_tech@email.edcc.edu or
- Send materials to the Center for Student Engagement and Leadership (CSEL), Brier Triton Student Center 252.

For more information about the application process or about AEdCC student government contact one of the following:

- Kevin Long, Executive Officer for Technology, asedcc_tech@email.edcc.edu
- Wayne Anthony, Director of Center for Student Engagement and Leadership, wanthony@email.edcc.edu
- Center for Student Engagement and Leadership (CSEL), 425-640-1581



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

Executive Officer for Administrative Liaison Position Description

Position Purpose

The Executive Officer is responsible to provide educational, cultural, social and recreational development opportunities for students and make meaningful contributions to the administrative process of the institution and promote, direct and finance student affairs.

General Responsibilities

- A. Promote the goals and objectives of the Executive Board
- B. Chair weekly Executive Board meetings on a rotating basis with the other Executive Board members
- C. Attend all Executive Board meetings as a voting member
- D. Other than academic course work, make the Executive Board top priority
- E. Perform other duties as assigned by the Director for Center for Student Engagement and Leadership (CSEL)
- F. Attend mandatory training and leadership development sessions/classes
- G. Serve on College committees as assigned
- H. Complete a program portfolio and quarterly reports
- I. Adhere to all State laws and College policies, procedures and departmental guidelines
- J. Be willing to work within the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise
- K. Communicate well through spoken, written and electronic means of communication
- L. Participate in a quarterly job evaluation process. If the officer does not meet minimum position requirements, the Director for CSEL may establish a probationary period or terminate employment
- M. Attend and represent the Executive Board at College events as assigned
- N. Post and maintain regular office hours
- O. Maintain records, reports and documents of business on file
- P. Act as 522 account director liaison

Specific Responsibilities of the Executive Officer for Administrative Liaison

- A. Serve as the primary student administrator for the Association
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative
- C. Appoint students to all College and Board committees, with the exception of all tenure committees
- D. Implement action on motions passed by the Executive Board
- E. Represent students at President's Cabinet as directed by the Vice-President for Student Services
- F. Meet as needed with the Vice-President for Student Services



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

Executive Officer Skills Evaluation Form (Optional)

The skills evaluation form is to be completed by an instructor or supervisor who is familiar with your work and skills (no family members or friends). Please send the skills evaluation electronically to Kevin Long at asedcc_tech@email.edcc.edu or in a sealed envelope with a signature on the flap to Center for Student Engagement and Leadership, Brier Triton Student Center 252, 20000 68th Ave W, Lynnwood WA, 98036.

Applicant's Name: _____

Evaluator's Name: _____

Evaluator's Signature: _____

Evaluator's Position and Agency: _____

Evaluator's Email: _____

Evaluator' Phone Number: _____

Relationship to Applicant: _____

Evaluator:

Please check the appropriate box for the description which best represents your assessment of this applicant. You may include any additional information which you feel will assist us in interpreting your response. An example would be helpful in the case of an extremely high or low rating.

| CHARACTERISTIC | Not able to assess | Below Average | Average | Above Average | Excellent |
|---|--------------------|---------------|---------|---------------|-----------|
| Organization and Confidence: ability to function effectively under stress; ability to set priorities; | | | | | |
| Management: ability to manage time effectively, ability to adapt to changes, ability to set and achieve goals; | | | | | |
| Diversity: willingness to understand and work with others that may have different values, opinions, ideas and beliefs; | | | | | |



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

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| Communication Skills: verbal – can communicate clearly their ideas and thoughts with others; | | | | | |
| Communication Skills: written – can communicate concepts and ideas clearly in writing without spelling or grammatical errors; | | | | | |
| Communication Skills: listening – can listen for meaning and understanding and clarify when necessary; | | | | | |
| Assertiveness and Self-Reliance: can take initiative; is able to share their point of view with others; | | | | | |
| Self-Assessment Abilities: ability to self-assess own capabilities realistically and appropriately; | | | | | |
| Reliability and Energy Level: keeps commitments and is self-motivated; | | | | | |
| Judgment: uses critical thinking skills to problem solve effectively; | | | | | |
| Ethics and Values: has an awareness of ethical issues; is able to model appropriate behaviors; | | | | | |

Additional Information:



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

Letter of Recommendation Form (Optional)

The letter of recommendation is to be completed by an instructor or supervisor different from who filled out the Skills Evaluation Form. Please send the letter and this form electronically or in hard copy. The letter should be sent directly by the evaluator.

For electronic submissions:

Email the letter and form to Kevin Long, Executive Officer for Technology,
asedcc_tech@email.edcc.edu.

For hard copy submissions:

Send the letter and form in a sealed envelope with a signature on the flap to the following address:

Kevin Long
Center for Student Engagement and Leadership
Edmonds Community College
20000 68th Ave W
Lynnwood, WA 98036

Name: _____

Evaluator's Name: _____

Evaluator's Position and

Agency: _____

Evaluator's Email: _____ Evaluator' Phone Number: _____

Relationship to Applicant: _____

Evaluator:

Please compose a letter of recommendation for the student listed above.

The following topics should be covered in your letter:

- Applicant's commitment to their own success
- Applicant's performance/involvement history
- Applicant's experience, emphasizing potential strengths in being a campus student leader and the qualities that fit in the specific position