Community Colleges of Spokane

Student Government Selection Packet

STAFF LEADERSHIP POSITIONS
2021-2022

STAFF POSITIONS

After the executives have been selected for the next year, they will conduct interviews and hire the rest of the staff positions in the office. The AS President, Academic VP, Legislative / Finance Director, Food Bank Director, and Senators are all voting members of the Student Senate. The programmers are voting members of the Activities Board. Club Liaison, Activities VP, Secretary, and Director of Marketing are voting members of both boards.

Note: These four positions' direct supervisor is the President

Secretary: The secretarial duties of this position is to record, maintain and publish agendas, minutes, as well as to keep up with other general office work or filing. They also oversee the distribution of minutes. They work closely with many different positions in the office to collect reports. Another responsibility they have is as the parliamentarian.

Finance/Legislative Director: : The legislative aspect of this position works with a state level student organization named WACTCSA to incite change across the state. The financial aspects entail tracking ASG budgets and sitting on various financial committees at the school and district level.

Director of Marketing (DOM): The Director of Marketing (DOM) is responsible for creating A-Frame posters, handbills, and all other advertising materials for the ASG. They manage all information released to other student organizations on campus, including official ASG statements or opinions. This position doesn't require a lot of technical skills using graphic design programs, just someone who is willing to learn and has a creative mind.

Food Pantry Director: The director of the food pantry is responsible for putting on Farmers' Markets and organizing events such as food basket and food drives. Every week, they go shopping for healthy, quality food to keep the food bank well stocked. They maintain Skitch's Food Pantry food storage area and make sure that it follows food and health regulations. As a part of managing the food bank, they supervise work study students and coordinate their work schedules. They also assist students by informing them of the health and wellness services available to them.

Club Liaison: The club liaison oversees all the clubs on campus. They stay in constant communication with club advisors, making sure that the club is staying in compliance with the rules, they are able to give warnings to clubs when issues arise. In addition, they help students who have a desire to start a new club or have any club-related question. They are elected by the members of the Activities Board.

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Note: The senators' direct supervisor is the Academic Vice President.

Senators: The campus is divided into four districts, with a senator assigned to each. Senators are responsible for posting Senate and Activities Board minutes in each building within their district. They put up promotional posters for the ASG and conduct regular surveys to gather student opinions. Their main duty is to connect with students face-to-face to get the word out about the ASG and promote our activities. Keeping up to date on the state of their district and what is going on is important, as well as fostering good relationships with the faculty and administration. They are voting members of the Senate Board.

Recommended:

• Familiarity with the campus/Campus Involvement

• Work or Student Activities Experience (Student Government or Club)

• Willingness to engage students

• Time Availability to participate in events

SENATOR DISTRICTS

Senator District #1-Buildings 2, 5, 24

Senator District #2-Buildings 6, 15 and 19

Senator District #3-Buildings 7, 13, 16, and 27

Senator District #4-Buildings 18, 28 and 30

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PROGRAMMING STAFF

Programmers use the Services and Activities (S&A) Fees to plan events for students. Although each programmer specializes in planning different kinds of events, they work as a team to coordinate activities on campus. They actively seek input from the student body in order to determine the type of events to bring to campus throughout the year.

Note: The programmers' direct supervisor is the Activities Vice President.

Special Event Programmer: This position will program a one weeklong series of events each quarter (i.e. Welcome Week and Spring Fling). They work in close conjunction with the other programmers to ensure that the activities planned for the week are diverse and entertaining to students.

Outdoor Programmer: This position will program activities that appeal to the sports, recreational, and leisure interests of students (i.e. skiing and hiking). This position will also create wellness programs for students.

Concert and Comedy Programmer: This position will program activities that bring live entertainment to the campus in the booking of comedians, bands, solo artists, games and group activities, variety entertainment, and other events.

Outreach Programmer: This position will program activities that bring give ASG and students opportunities to serve our institution and region. They will work with multiple partners on and off campus to facilitate events which help strengthen our community.

Recommended for Programmers:

• Campus Involvement

• Experience in Helping with Events

• Willingness to Engage Students

SELECTION ELIGIBILITY CRITERIA

1. If applying for a staff position, the student must fill out the staff application completely. The application must be emailed to the ASG office no later than May 7, 2021 at 4:00pm to be eligible for consideration.

2. A candidate for office, in all the positions within ASG must be:
   - Enrolled in a minimum 10 credits and maintain a 2.5 GPA during the quarter of candidacy at Spokane Falls Community College
   - Enrolled at least one full quarter immediately prior to selections
   - During term of office, with the exception of Summer Quarter, all student leaders must be continually enrolled in, and satisfactorily complete, ten (10) credits or more with a minimum quarterly GPA of 2.5 and maintain an overall Spokane Falls Community College cumulative GPA of 2.5, while in office. Incomplete grades are designated as unsatisfactory completion.

3. Candidates must be available to attend weekly student government meetings as soon as your application is turned in and they are considered official candidates (Tuesdays and Thursdays at 1:30, depending on the position, they would attend one or both). Term of office begins late Summer Quarter 2021 and runs through Spring Quarter 2022. Newly selected officials are required to attend a minimum of one senate meeting prior to taking office in the Summer. The student Senate does not meet Summer Quarter; however, the incoming president is required to schedule two meetings during the Summer.

4. Selections will be determined by the incoming executive members of the Associated Student Government: President, Academic Vice President, and Activities Vice President, Club Liaison, and the Director of the Student Funded program.

IMPORTANT DATES FOR THE 2021-2022 HIRING SEASON

April 19	Executive Application is available online
April 28	Executive Applications are *due*
April 30 - May 4	Executive Interviews (individual interviews on Zoom)
April 26	Staff Applications are available
May 7	Staff Applications are *due*
May 12-19	Staff Interviews (Consisting of a small group interview) on Zoom
May 20	Final Staff Decisions