



Student Leadership Hiring

Info Session

SPRING 2024



agenda

INTRODUCTIONS

PROGRAMS AND POSITIONS

ELIGIBILITY

TIMELINE & PROCESS

BEST PRACTICES

QUESTIONS

Introductions

Student Leadership Staff

- Clubs and Activities Board (CAB)
- Information Central (Info Central)
- Associated Student Council (ASC)

Prospective & Current Student Leaders

- Name
- Pronouns
- Question: What interests you about working in Student Leadership?



CAB: Event Coordinators

We are hiring for 2 positions!

Project Management: "Being Organized"

- Planning events with lots of moving parts: budget, logistics, themes, marketing.
- Collaboration
 - With other student leaders
 - With other departments and programs
 - With administration and campus operations/facilities

Outreach: Smiling Faces

- Social media and graphic design
- Tabling and networking



CAB: Club Coordinators

There are 3 positions currently open! You'll also have an experienced Club Coordinator to help you learn the basics in Fall Quarter.

The Social and Mentoring Aspects

- 50% of this position is you mentoring other students! Offering group help with workshops to individualized guidance with orientations/event planning.
- Did you know that participating in Student Life counts as work? We ended Spring quarter with almost 50 clubs on campus who host events such as Hikes, Inter-campus Sports games, workshops, and more! You will be what makes it possible.

Level up your Knowledge!

- Club Coordinators will learn a lot of about school and state policies over the year and how they apply to clubs.
- We'll tailor your experience to what your career goals are!

Information Central: Student Ambassadors

We are hiring for 3 to 4 positions in our student-driven information center

- Often, you are the first point of contact for questions about the college, its policies and procedures, and student resources whether by phone, email, or walk-in
- As an Ambassador, you will develop your leadership qualities and teamwork skills to help guide, troubleshoot problems, and advocate for students and community members while representing the college
- Our collective work enhances the work of all other programs on campus in the service of student success and agency

M. Rosetta Hunter Art Gallery: Gallery Monitor

We are hiring for 1 to 2 positions in the Art Gallery, 10-12 hours/week

Accepting applications as of April 11th

- Monitor the gallery, assisting visitors and keeping headcount
- Support installation and de-installation of exhibitions, including framing, adjusting track lighting and making labels
- Event support for art openings, workshops and all-campus events
- Gallery & office organization and light cleaning
- Interact with student artists and emerging local artists

ASC: Executives & Associates

EXECUTIVE OFFICERS:

- 10-12 hours/week
- 6 Positions: Administration, Communications, Finance, Issues & Concerns, Student Success, Legislative Affairs
- Chair committees
- Voting members
- More college governance responsibilities

ASSOCIATES:

- 8-10 hours/week
- 3 Positions: Administration, Outreach, Finance
- Little more flexibility
- Possible to maintain multiple jobs on campus
- *Collaboration and adaptability needed in any ASC role!*

*All students who apply for ASC Executive Officer positions will need to collect 25 endorsements from their constituents (student). Endorsement sheets will be emailed to applicants (printed copies will be available in the SL Office).

Endorsements = signatures from continuing students whom you'll continue to inform and engage as an officer in 2024-2025

Eligibility Requirements

- Must be **currently enrolled** as a student at Seattle Central for Spring 2024
- Must plan to enroll in **at least 10 credits** per quarter throughout the 2024-25 academic year (excluding Summer Quarter)
- Must be able to commit until the **end of the academic year** (until June 2025)
- Must have and maintain at least a **2.5 quarterly/cumulative GPA**

- *Must be open and eager to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender, ability, academic pursuits, and all other ways we define our uniqueness*

Application Questions

1. Why are you interested in working in Student Leadership? Please list each role that you're applying for and share why you're interested in that particular role.
2. Please describe your experience with student life (organizations, clubs, student government) OR describe an experience where you demonstrated leadership skills.
3. What unique skills, experiences, and/or knowledge will you bring to your role in Student Leadership?
4. What skills, experiences, and/or knowledge do you hope to gain from working in Student Leadership?

Best Practices for Applications

- Thoroughly **read** about each position and program
- Reflect on **WHY** you're applying for Student Leadership and specific roles
 - Make the case for why you're **unique** and why you should be considered
 - What makes you stand out?
 - What are your strengths and weaknesses? How would you like to grow?
 - Pay attention to **word count** in your responses (100-350 recommended)
 - **Proofread** before you submit
- Prepare your responses in Word, Google, or anywhere **outside of the app**
 - *Save your responses for future job applications*

Keep an eye on your **email** throughout the entire hiring process!

Best Practices for Interviews – STAR Method

- SITUATION

- Set the scene, provide context

- TASK

- Describe the task, problem or challenge and the purpose (what and why)

- ACTION

- Explain how you handled the situation or challenge

- RESULT

- Talk about the outcomes or results of your efforts

TIMELINE

*dates subject to change

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| 4/1 - 4/25 | Student Leadership Application open (Info sessions 4/8 & 4/9) |
| 5/3 | Notifications go out to all applicants |
| 5/10 - 5/15 | Interviews |
| 5/17 | Offer letters & notifications go out to all candidates |
| 6/3 | ASC ratifies new officers |
| 8/20 | ASC training begins |
| 9/3 | Student Leadership training begins (ALL) |

Come to Student Leadership on Thursday!

OPEN HOUSE

THURSDAY, 12:30-2:00PM

COME LEARN MORE ABOUT OUR OPEN POSITIONS,
CLUBS, COMMITTEES AND EVENTS!

WE'LL SERVE FOOD! BRING YOUR FRIENDS!



thank you

HAVE PROGRAM-SPECIFIC QUESTIONS?
SEE STAFF EMAILS BELOW:

- CLUBS COORDINATOR QUESTIONS:
JC.IGNACIO@SEATTLECOLLEGES.EDU

- EVENT COORDINATOR QUESTIONS:
KANO.CHENG@SEATTLECOLLEGES.EDU

- INFORMATION CENTRAL:
TYLER.SAUNDERS@SEATTLECOLLEGES.EDU

- ASSOCIATED STUDENT COUNCIL (ASC):
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Visit: studentleadership.seattlecentral.edu