

# ASSOCIATED STUDENT COUNCIL (ASC)

**Work Hours:**

Executives: 10-12 hours/week

Associates: 8-10 hours/week

**Salary:** \$19.97/hour

**Start Date:** August 20, 2024

*\*Please note that ASC begins employment before our other Student Leadership Programs*

## Summary

The Associated Student Council (ASC), the official student government of Seattle Central, represents student interests to the college administration. The ASC leads the organization of a broad range of student committees that address issues and concerns and promote services that enhance the student experience at Seattle Central. The ASC board of officers includes six (6) student Executive Officers and three (3) Associate Members who serve during Fall, Winter and Spring Quarters.

## What You Will Learn

### Leadership Development

- Attend trainings focused on community building, facilitation, and transfer/post-college readiness
- Lead and participate in student and college governance committees
- Engage with constituents (students) and stakeholders (Seattle Central College community at-large) and advocate on their behalf

### Community Engagement

- Promote and educate students about Seattle Central resources, events, and opportunities
- Lead outreach through tabling, resource fairs, social media posts, email, and visiting satellite campuses
- Gather data and feedback through surveys, event sign-ins and participation, and forums
- Support other Student Life events and programs by attending their events, joining planning committees, recruiting participants, and helping with marketing

## Requirements

- Must be a currently enrolled student at Seattle Central College for Spring 2024
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2024-25 academic year (excluding Summer Quarter)
- Must be able to commit to working nine months (Fall, Winter, and Spring)
- Must have and maintain at least a 2.5 quarterly/cumulative GPA
- Must demonstrate an eagerness to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender, academic pursuits, and all other ways we define our uniqueness
- Cannot be a President or Vice-president of an active Seattle Central club unless the applicant is willing to pass on leadership responsibilities once hired



**SEATTLE CENTRAL  
COLLEGE**

*Student Leadership*



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[bit.ly/sljobs2024](https://bit.ly/sljobs2024) to apply!

## Open Positions

Many skills and responsibilities that you will engage in are role-specific. Please carefully read through the job descriptions below for more info. Also, review the [constitution and bylaws here](#).

All **Executive officers** are required to perform 10-12 hours of council-related work per week, which include:

- Standard work weeks:
  - Weekly ASC Meetings, Mondays, 3:00-4:00 p.m. (1 hr)
  - Weekly ASC Developmental Meetings (1.5 hr)
  - Office hour (min. 1 hr)
  - Tabling (1 hr)
  - Weekly Meeting with the ASC Advisor (0.5 hr)
- Additional work will include:
  - Committee meetings (college governance committees, student leadership committees)
  - Planning, implementing and supporting Student Leadership events
  - Meetings with college leadership (College Council, meeting with the President, Board of Trustees, etc.)
  - Leadership training and workshops

*\*Job descriptions below are subject to change depending on which committees are active and needs that arise in a given academic year. Collaboration and adaptability are crucial skills for all ASC officers!*

### ASC Executive of Administration

- Oversees scheduling and facilitation of ASC Meetings and ASC Developmental Meetings
- Collaborates with ASC Executive of Communication to ensure the posting of all ASC meeting locations, dates, and times, as well as ASC office hours
- Keeps track of team attendance (Executives and Associates) at meetings, tabling, events and office hours
- Meets with individual ASC members meeting once each quarter to identify needs and goals
- Serves as student representative to the District Board of Trustees (BoT)
  - Prepares and presents verbal and written reports to BoT every month
- Attends monthly meetings with the College President
- Organizes the Student Tenure assignment process in collaboration with the Director of Student Leadership

### ASC Executive of Student Success

- Establishes and chairs the Student Success Committee – This committee identifies barriers for students to achieve their academic or career goals and makes recommendations to college officials to remove them

- Serves as the primary student liaison between Seattle Central Guided Pathways and the student body
- Helps coordinate monthly Guided Pathways Pop-Up Conversations/Discussions for students
- Acts as a liaison to the library staff in support of Open Educational Resources (OER) projects and address issues of Textbook Affordability
- In Spring, leads outreach and recruitment for the President's Medal/Award Committee – This committee takes nominations and selects candidates for President's Medal and Vice Presidents' Medal to be awarded at the annual celebration in May
- Serves on the Hazing-Prevention Committee
- Collaborates with the Issues and Concerns Executive Officer to address student success issues that arise

### **ASC Executive of Communication**

- Establishes and chairs the Communication Committee – This committee brings together student representatives from all Student Leadership boards for weekly updates and announcements
  - Makes recommendations and strategies for how to best communicate with students
- Collaborates with Graphic Designer to create content and publicize Student Leadership events and updates on social media
- Manages and edits ASC-related information on the Student Leadership website (i.e. meeting agendas, meeting minutes, ASC profiles, etc.)
- Coordinates and publicizes the ASC Weekly Agenda in a timely manner
- Serves on the Student Publications Board – This board provides feedback and oversight to the college's student run newspaper, *The Seattle Collegian*
- Serves as a liaison with Clubs and Activities Board Coordinators in Student Leadership, staff at the *The Seattle Collegian*, Information Central, and the college's Director for Marketing and Communications
- Maintains communication with the Director of Marketing and Communication
- Serves on the Universal Technology Fee Committee

### **ASC Executive of Finance**

- Serves as the chairperson for the Services and Activities (S&A) Fee Budget Committee
  - Recruits student members to the S&A Fee Budget Committee
  - Assists the committee on prioritizing needs for granting funds
  - Drafts the ASC budget proposal for submission to the S&A Fee Budget Committee
  - Drafts preliminary and final budget reports for the approval of the S&A Fee Budget by the ASC
  - Presents the final budget report to the ASC and President's Cabinet
- Convenes and chairs the Capital Funds Review Committee (CFRC) when enacted (every 4-5 years)

- Creates a survey for students to gather feedback about prior S&A funding decisions and students' needs (Fall)
- Serves as liaison between the ASC and all budget areas funded by Services and Activities Fees and updates Student Leadership website
- Meets frequently with the Dean of Student Development and Administrative Assistant
- Reports monthly on the Associated Student Council budget (expenses and balances)

#### **ASC Executive of Issues and Concerns**

- Establishes and chairs the Issues and Concerns Committee – This committee works to resolve student issues and concerns. The committee meets weekly to assist students with questions or problems and refer them to the appropriate campus resource
- Oversees the collection of student feedback (moving from college suggestion boxes to online forms/reports) and shares student feedback to the ASC
- Conducts surveys on student experiences and/or gathers data when student opinion is needed
- Informs the ASC of the issues and concerns of student organizations, cultural groups, and the general student body
- Meets with the Vice President of Student Services once a month to keep them informed of issues and concerns and/or seek solutions or campus resources
- In collaboration with the President's Office, the Vice President of Student Services, and Dean of Student Development, hosts 1-2 student public student forums/town halls per year for students to ask questions, raise issues, or simply get to know/meet senior administrators
- Serves as the student member of district or campus conduct appeals committees should any occur

#### **ASC Executive of Legislative Affairs**

- Establishes and chairs the Student Advocacy Committee – This committee works to spread awareness of any political issues that affect students. The committee promotes voter outreach campaigns, address local city issues, and creates legislative agenda in collaboration with 34 community and technical colleges from across the state
- Works closely with Service-Learning Coordinator and Seattle Central Civic Engagement Committee for Voter Registration (Fall)
- Serves as the primary student representative to the Washington Community and Technical College Student Association (WACTSA), working with other Legislative Affairs officers
- Attends Weekly WACTSA Civic Engagement Meetings via Zoom (on Fridays)
- Organizes a group of students to attend Legislative Advocacy Day on Capitol Hill Olympia (Winter)
- Responsible for keeping the ASC Constitution and Bylaws up-to-date
  - Facilitates any special elections and/or filling ASC vacancies as they occur

- Creates and chairs a Bylaws Committee– This committee will meet to review and discuss changes to the bylaws
- Collaborates with the Director of Student Leadership to coordinate the selection process for ASC (Spring)

*All **Associate members** are required to perform 8-10 hours of council-related work per week, which includes:*

- Standard work weeks:
  - Weekly ASC Meetings, Mondays, 3:00-4:00 p.m. (1 hr)
  - Weekly ASC Developmental Meetings (1.5 hr)
  - Office hour (min. 1 hr)
  - Tabling (1 hr)
  - Weekly Meeting with the ASC Advisor (0.5 hr)
- Additional work may include:
  - Committee meetings (college governance committees, student leadership committees)
  - Planning, implementing and supporting Student Leadership events
  - Leadership training and workshops

#### **ASC Associate of Administration**

- Supports the administrative tasks of the ASC
- *Works closely with the Executive of Administration*
- Takes notes at ASC Board meetings and S&A Fee Committee meetings
- Oversees maintenance of ASC OneDrive and Microsoft files
- Supports communication between SCC administration and ASC

#### **ASC Associate of Outreach**

- Supports outreach and communication efforts keep student body informed and engaged
- *Works closely with the Executive of Communication*
- Engages with student body on main campus including weekly tabling and classroom visits
- Supports and promotes social media and print announcements to keep the student body informed and engaged
- Coordinates with Club & Activities Board (CAB) to communicate with our satellite campuses at least once per quarter

#### **ASC Associate of Finance**

- *Supports the supervision of the Service & Activities (S&A) Fee, the allocation of student fees, and ASC expenses*
- *Works closely with the Executive of Finance*
- Serves as an ASC student representative on the Services and Activities (S&A) Fee Budget Committee

- Helps recruit student members to the S&A Fee Budget Committee
  - Assists the committee on prioritizing needs for granting funds
  - Drafts the ASC budget proposal for submission to the S&A Fee Budget Committee
  - Drafts preliminary and final budget reports for the approval of the S&A Fee Budget by the ASC
  - Introduces the final budget report for the ASC
- Meets often with the Dean of Student Development and Administrative Assistant
- Assists with monthly reports on the Associated Student Council budget (expenses/balances)