The East County Campus Student LIFE Coordinator is a leadership opportunity for students who are dedicated to serving and representing Everett Community College at the East County Campus in Monroe. The East County Campus Coordinator is responsible for all aspects of planning and implementation of student activities for the East County Campus. This position will determine student activity need and plan future activities by meeting with and surveying students and appropriate East County and main campus staff regarding implementation of student activities, clubs, community service, community visibility and other student-centered initiatives.

Application Deadlines: Until Filled
Turn application in to Student LIFE, PSU 209, EvCC East County Campus Office or email to studentlife@everettcc.edu

Period of Employment: 2016-2017 Academic Year

Hours:
- 16 hours per week. M-Th: 8am-7pm, F: 8am-5pm
- Required weekly staff meetings.
- Various hours representing Everett Community College at various campus and community events. Some evenings and weekend hours required. Some off campus activities required.

Salary: $10.41 per hour

Important Dates:
- Aug. 28 – Sept 1, 2016 Student Leader Training Week
- Sept. 7-9, 2016 Student Leader Institute at Olympia, WA (Travel expenses paid)

Contact:
Jan Beatty-Adams
Program Manager
Everett Community College East County Campus
14090 Fryelands Blvd. SE, Suite 283
Monroe, WA 98272
425-259-8731
jbeattyadams@everettcc.edu
Responsibilities

- Present yourself in a professional manner at all times.
- Possess a willingness to work with groups in problem solving and decision-making to attain group goals/objectives.
- Be open to learn and grow in acquiring student leadership skills with on-the-job training and feedback.
- Develop an expanded knowledge of Everett Community College and the East County Campus, stay current with events/activities, student services and resources.
- Be trained as a Student Ambassador and serve in this capacity as needed at the East County Campus.
- Provide East County campus tours for prospective and new students, job candidates, conferences, events and activities.
- Work with diverse populations.
- Develop and maintain a leadership and resource notebook to include meeting agendas and minutes, all East County Campus Press Releases, leadership activities, campus information, etc.
- Assist with design and preparation of student interest questionnaires that will aid in the selection and planning of East County student events and activities.
- Maintain and complete an event file for each program and/or activity, to include all components of Events Checklist.
- Plan, coordinate, lead and attend the East County Campus Student LIFE sponsored events and activities, ensuring viable and visible connections between the college, student body, and the east Snohomish County communities.
- Work with the East County Campus Marketing Coordinator to produce a timely press release for each program and/or activity for Student Activities, College Advancement Office, the Clipper, and all East County marketing venues.
- Responsible for the distribution of publicity and creatively promoting your events and activities ensuring promotional materials are distributed in a timely manner, in accordance with EvCC East County Campus and Student LIFE posting policies.
- Maintain attendance figures and written evaluations for each program and submit this data to the East County Campus Program Manager for Student Services immediately following each event.
- Maintain, disperse, and acquire knowledge about the program budget allocation, assist with the preparation of the annual request for the program budget and present the budget to the S & A Fees Budget Committee Winter Quarter.
- May co-sponsor events and programs with campus and local community.
- Communicate with the ASB Senate and Executive Council, as required, needs, plans, and activities of the East County Campus students.
- Work closely with the East County Campus Director and Program Manager for Student Services to address student needs, communicate planned activities, and to address student issues and concerns.
- Attend and actively participate in scheduled meetings as required, both at the East County and main campuses.
Everett Community College
east County Campus Coordinator
APPLICATION PACKET

- Have a working knowledge of the ASB Constitution, Student Rights and Responsibilities, ASB Financial Code, S & A Fees Budget, Student Technology Enhancement Fee Financial Code and parliamentary procedures.

- Promote Student LIFE activities of East County Campus. Actively recruit East County Campus student involvement in ascertaining student need, planning and implementation of activities.

- Assist with orienting Student Ambassadors regarding East County Campus and specific events for which Student Ambassadors are utilized.

- Check your e-mail and mailbox daily. Read all East County Campus related press releases and be prepared to provide information and/or answer questions about events and activities.

- Schedule and maintain office hours. 8 hours per week for “non-event” weeks. Adjusted accordingly for events.

- Understand and demonstrate knowledge of student confidentiality requirements under the Federal FERPA laws.

- Maintain/complete TLR time sheet daily so it is accurate and complete when requested twice per month. Submitting TLR timesheets by payroll deadline is REQUIRED to ensure timely paychecks.

- Successfully complete other duties as assigned.

Qualifications
1. Candidate for this position must be enrolled in a minimum of ten credit hours and have a cumulative grade point average of at least 2.5.

2. An incumbent must complete at least ten hours of course work each quarter to maintain his/her position, and must maintain at least a 2.5 GPA each quarter.

3. If Coordinator does not maintain minimum requirements to hold position then the East County Campus Director, in consultation with the Associate Dean for Student LIFE will evaluate and if deemed appropriate, a probationary period will be established (A probationary contract will be dated and signed). If requirements are not met during established probationary period, the Coordinator must vacate the position.

Instructions for Application:
Please print or type. Return the completed application to Student LIFE, PSU 209 or East County Campus Office or email it to studentlife@everettcc.edu.

To apply, please complete and submit the following:
1. Completed application form.
2. Complete questionnaire.
3. Turn in application as soon as possible.

Please keep pages 1-4 for your records.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.
East County Campus Coordinator Application

First Name: ________________________  Last Name:________________________

Student ID #: _____________________  Credit Hours Fall Quarter: ______________

Are both your cumulative and quarterly GPA over 2.5?  □ Y es □ N o  □ N ew Student

How did you learn about the Student Coordinator job opportunity?

□ Student Leader Job Brochure    □ Bulletin Board/Poster  □ Student LIFE
□ Friend □ Advisor
□ Social Media □ Other: ______________________

Mailing Address: _____________________________________________________________
                                                                                   _______________________________________________________________________

Phone: ________________________  Cell Phone: ________________________

E-Mail: ________________________________________________

Major Area of Study: ______________  Expected Date of Graduation: ______________

How long have you been enrolled at Everett Community College? _______________________

Are you fluent in a language other than English? ______________________________________
________________________________________________________________________________

Please grade yourself in the following areas. Use the following scale.

O=Outstanding  E=Excellent  G=Good  A=Average  F=Fair

___ Attitude
___ Public Speaking
___ Communication Skills (Written)
___ Interpersonal Communication
___ Time Management
___ Leadership

___ Organizational Skills
___ Self-Motivation
___ Team Oriented
___ Work Ethic
___ Computer Skills
___ Cultural Awareness or Cultural Competency

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.
Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization: __________________________

Dates of Employment: ______ to ________   Your Title: _____________________________

Description of your duties:

______________________________________________________________________________
______________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization: __________________________

Dates of Employment: ______ to ________   Your Title: _____________________________

Description of your duties:

______________________________________________________________________________
______________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization: __________________________

Dates of Employment: ______ to ________   Your Title: _____________________________

Description of your duties:

______________________________________________________________________________
______________________________________________________________________________

Reason for Leaving: _____________________________________________________________
Please list any campus or community activities you are involved with.
Examples: clubs, organizations, community service, etc. Please list the most recent items first.

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<th>Organization/Activity</th>
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Do you have any other commitments during the 2015-16 academic year?
Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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______________________________________________________________________________
______________________________________________________________________________

Please list at least three (3) references that are not related to you.

1. ___________________________ Phone: ___________________________
2. ___________________________ Phone: ___________________________
3. ___________________________ Phone: ___________________________

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

_____________________________________  ___________________________
Applicant’s Signature              Date
East County Campus Coordinator Questionnaire

Important to note!
- All questions must be answered in order to complete the application process or your application will not be considered.
- All answers must be typed.

Please answer the following questions and attach to your application before submitting:

1. Why are you interested in the East County Campus Coordinator position?
2. What do you hope to contribute to the program?
3. What do you hope to gain?
4. What skills or experience do you have in relation to this position? Do you have any cash handling experience, if so, please explain?

Return the completed application to Student LIFE, PSU 209, Everett Campus or email it to studentlife@everettcc.edu