Executive Council is a leadership opportunity for students who are dedicated to serving and representing the students of Everett Community College. Student Government is organized into two branches: Executive Council, the executive/administrative group, and the Associated Student Body (ASB) Senate, the legislative/policy-making body and student forum. Students are able to express their views on issues affecting student and academic affairs, as well as college policy and state-wide legislative issues. Student Government positions provide a learning experience that offers a laboratory-type environment for developing strong leadership skills. All Executive Council members are members of the ASB Senate and are also trained to serve as Student Ambassadors.

Application Deadline: Applications are due by Friday, April 21, 2017 by 4pm
Turn application in to Jennifer Rhodes at jrhodes@everettcc.edu
or drop off in Student LIFE, PSU 209.

Period of Employment: July 1, 2017 - June 15, 2018
Limited Summer meetings will be scheduled.

Hours:
- Approximately 16 hours per week. Schedule varies around class schedule.
- Required weekly staff meetings.
- Attendance at bi-weekly ASB Senate Meetings (Fridays 2:30-4:30pm) are required.

Salary: $11.15 per hour

Timeline
April 14, 2017 Applications Due
April 24- May 19, 2017 Tentative Interview dates
Aug 27-Sept 1, 2017 Student Leader Training Week
Sept 5-8, 2017 Leadership Academy – Pasco, WA

Contact:
Jennifer Rhodes
Associate Dean of Student LIFE
Student LIFE, PSU 209
425-388-9509 or jrhodes@everettcc.edu
ASB President
Chairs weekly Executive Council meetings and bi-weekly Student Senate meetings. Coordinates the appointment process for EvCC students serving on the ASB committees, college committees, and faculty appointment review committees. Liaison to the Student Senate, the College Administration, Washington State legislative activities and gives monthly reports to the Board of Trustees. Chairs the E-Tech Budget Committee. Preferred Qualification: Previously served on Executive Council.

Vice President of Administration
Coordinates the Student Senate “self-election” process, organizes the Senate Notebooks, facilitates the hiring and orientation of new Senators, and manages communication with the ASB Senate. Keeps minutes during the ASB Senate meetings. Also chairs the annual ASB Constitution Review Committee. Preferred Qualification: Previously served on ASB Senate.

Vice President of Public Relations & Student Involvement
Promotes and publicizes Student LIFE, with an emphasis on Student Government, by working closely with Student Programs Board and Publicity Services to increase student involvement at EvCC. Organizes bi-weekly ASB Senate “Snack & Chat” Information Tables and coordinates scheduling of the student run Food Pantry. Chairs the Graduation Committee, plans the annual Commencement Ceremony and publicizes the RSVP process for EvCC students wishing to participate.

Vice President of Budget & Finance
Serves as chair of the ASEvCC Services & Activities (S&A) Fee Budget Committee, which develops the annual student budget according to the ASB Financial Code. Manages all S & A Fee Budget proposals with the committee and presents proposals to the ASB Senate, College Administration, and Board of Trustees.

Vice President of Clubs & Student Initiatives
Organizes and coordinates the bi-weekly Club Council meetings with club representatives. Coordinates, plans, and implements the quarterly Club Fest for EvCC students, as well as the Annual Student LIFE Awards Gala. Coordinates the new club chartering process and manages the club files for all EvCC Club Constitutions. Coordinates a variety of special projects that arise during the year such as Voter Registration Drives, legislative initiatives and ASB Senate activities.

Qualifications:
- Must be a currently enrolled Everett Community College student.
- Must be currently enrolled in at least 10 credits or be registered for 10 credits the quarter the position would begin.
- Must have a quarterly and cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Summer/Fall 2017-Spring 2018)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, enthusiasm and be willing to work with groups in problem solving and decision making to attain group goals.
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.

Instructions for Application:
Please print or type. Return the completed application to Student LIFE, PSU 209 or email it to Jennifer Rhodes at jrhodes@everettcc.edu by Friday, April 21, 2017 at 4pm.

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

ASB Executive Council Application

First Name: ___________________________ Last Name: ___________________________

Student ID #: _______________________ Credit Hours Fall Quarter: ___________________

Are both your cumulative and quarterly GPA over 2.5?  □ Yes  □ No  □ New Student

How did you learn about the Executive Council job opportunity? ___________________

□ Student LIFE Job Brochure  □ Bulletin Board/Poster  □ Office of 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.

<table>
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<th>O=Outstanding</th>
<th>E=Excellent</th>
<th>G=Good</th>
<th>A=Average</th>
<th>F=Fair</th>
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<td>___Attitude</td>
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<td>___Public Speaking</td>
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<td>___Communication Skills (Written)</td>
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<td>___Leadership</td>
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___Organizational Skills
___Self-Motivation
___Team Oriented
___Work Ethic
___Computer Skills
___Cultural Awareness or Cultural Competency

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 in.
Examples: clubs, organizations, community service, etc. Please list the most recent items first.

<table>
<thead>
<tr>
<th>Organization/Activity</th>
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Do you have any other commitments during the 2017-18 academic year?
Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
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

ASB Executive Council Questionnaire

All questions must be answered in order to complete the Executive Council Application process. Please attach your typed answers to the following questions with your application packet or your application will not be considered.

Questions:

Why are you interested in serving as a student leader on Executive Council?

What do you hope to contribute to and gain from your involvement with student government?

What skills or experience do you have in relation to these positions?

As a student leader how will you communicate with the students you represent?

What issues are most relevant to students at EvCC?

If selected as an Executive Council member, how would you demonstrate leadership in your daily interactions with your fellow students?