EvCC Student Programs Board Application Packet

Position Information
Student Programs Board is the event programming body of Student LIFE and strives to complement student’s EvCC experience by offering a variety of activities designed to enlighten, challenge and engage students in a welcoming and inclusive environment. Student Programs Board will work together as team through the event planning process to develop a calendar of co-curricular events such as concerts, lectures, dances, comedians, panel discussions, workshops and much more! These events will expose student to relevant topics, promote diversity and inclusion as well as providing opportunities for students to relax, have fun and build community.

Application Deadlines: Thursday, July 19, 2018 by 4pm
Turn application in to Lindsay Hudson at lhudson@evertcc.edu or drop off in Student LIFE, PSU 209.

Period of Employment: Aug 2, 2018 – Friday, June 14, 2019
Limited Summer meetings and trainings will be scheduled.

Hours:
- 14-16 hours per week. Schedule varies around class schedule and events.
- Required weekly staff meetings.

Salary: $11.50 per hour

Important Dates:
July 19, 2018 Applications Due
July 23-31, 2018 Tentative Interview Dates
Aug 2-Aug 23, 2018 Programs Board Training (Specific Dates TBA)
August 26-31, 2018 Student Leader Training Week
September 5-7, 2018 Leadership Academy-Olympia, WA
September 10-14 Welcome Week
November 8-11, 2018 NACA (National Association Campus Activities) Conference Ontario, CA
Monday 3-5pm Weekly Programs Board Staff Meetings

Contact:
Student LIFE
(Leadership, Inclusion, Fun and Engagement)
Student LIFE, PSU 209
425-388-9561 or studentlife@evertcc.edu
EvCC Student Programs Board Application Packet

Please keep this page for your records.

Arts and Entertainment Coordinator

Coordinates an Arts and Entertainment series to include a variety of fun, inclusive and engaging events with the purpose to entertain and build community amongst students with events such as concerts, open mic performances, comedians, magicians, spoken word poetry, etc. These events are designed to enhance the daily campus life at EvCC. The Arts and Entertainment Coordinator will also work closely with the Special Events Coordinator to assist and enhance larger scale events by coordinating elements such as the live band for the fall Kick-Off and Spring Fling.

Diversity and Engagement Coordinator

Coordinates a Diversity and Intercultural Awareness series focused on enhancing the overall education and awareness of diversity topics. Programming may include, but is not limited to: Cultural Awareness Months, Human Rights awareness, LGBTQIA+, etc. Coordinator will work closely with Student LIFE advisor, the Diversity and Equity Center as well as various student groups to implement a diversity programming series that will increase educational opportunities and create an inclusive and supportive campus climate. Coordinator will also participate in the Student Diversity Advisory Council (SDAC), focusing on various topics of identity.

Health and Wellness Coordinator

Coordinates a Health/Wellness series to inform and educate the campus on topics such as, but not limited to: healthy lifestyles, responsible choices, drug and alcohol awareness, mental health, stress management/self-care, sexual health, nutrition, domestic violence, healthy relationships, etc. Programmer will work closely with team members to present topics through a diverse and inclusive lens in formats such as: lectures, workshops and even recreational activities. Position will also work closely with Bloodworks NW to plan quarterly Blood Drives.
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 2018-Spring 2019)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, flexibility, discipline, enthusiasm and ability to work with a team.

Instructions for Application:
Please print or type. Return the completed application to Student LIFE, PSU 209 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 before deadline.
Student Programs Board 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 Student Ambassador job opportunity?

□ Student Leader Job Brochure  □ Student Ambassador  □ 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? ________________

What languages are you fluent in? ________________

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
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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Do you have any other commitments during the 2018-19 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
EvCC Student Ambassador Program Application Packet

Student Programs Board Questionnaire

Important to note!
All questions must be answered in order to complete the Student Ambassador Application process or your application will not be considered. Please include your typed answers to the following questions with your application packet or your application will not be considered.

All answers must be typed.
1. What Student Programs Board position(s) are you applying for and why are you interested?
2. What skills or experience do you have in relation to this position?
3. What do you hope to contribute and learn from your involvement with Student Programs Board?
4. What does diversity and inclusion mean to you and how can you apply that to event programming at EvCC?
5. As a student leader, what approach would you use to increase student involvement and participation in student events, activities and programs?

Application Selection Process

After the application due date, applications are reviewed for eligibility. (Applicants must have a 2.5 GPA or higher quarterly and cumulatively and plan to register for at least 10 credits in the quarter they will start working. New students without a GPA are exempt.)

1. Names are removed from applications during committee review.

2. Committee reviews and grades applications with a scale of 1-5 on the following:
   a. **Time/Effort** - Candidate took time to follow directions, information is organized, professional, and formatted.
   b. **Complete** - Application was intact with all pages/questions, each section was filled out with info or N/A, references were included, and applicant may have attached additional items such as resume, cover letter, letters of recommendation.
   c. **Content** - Responses to questions were well thought out or complete, student appeared interested in leadership experience, demonstrated understanding and desire to be an ambassador and a willingness to grow.

3. Applications with high scores in the above areas are selected for the interview process.