**Student Office Manager**
This position is responsible for organizing and completing clerical duties within Student LIFE such as inventory, data entry, checking emails, scanning files, filing documents, special projects, planning welcome tables and student leader recruiting events. They also serve on the Welcome Week committee and assist with EvCC Welcome Week events and activities.

**Student Ambassador Manager**
Assists with the management and operation of the Student Ambassador Program. Duties include but are not limited to: creating quarterly schedules, chairing staff meetings, training new employees, and coordinating campus tours and student ambassador events. Serve in ambassador role when needed.
Qualification: 1 year experience as a Student Ambassador.

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**Application Deadlines:** Friday, April 21, 2017 by 4pm.
*Turn application in to Student LIFE, PSU 209 or email to studentlife@everettcc.edu.*

**Period of Employment:** July 1, 2017 - June 15, 2018

**Hours:**
- 16 hours per week. *M-F 8am-5pm*
- **REQUIRED:** Staff meetings - Wednesdays, *2pm-4pm*
- Occasional leadership workshops and conferences.
- Various hours representing Everett Community College at various campus and community events. *Evenings and some weekend hours may be required*

**Salary:** $11.15 per hour

**Important Dates:**
- **April 21, 2017**  
  Student Manager Applications Due
- **May 8-31, 2017**  
  Tentative Interview Dates
- **Aug 27-Sept 1, 2017**  
  Student Leader Training Week
- **Sept 5-8, 2017**  
  Leadership Conference – Tri Cities, WA *(Ambassador Manager Only)*

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**Contact:**
Brittany Padgett
Student LIFE
(Leadership, Inclusion, Fun & Engagement)
Parks Student Union, Rm 209
425-388-9561
studentlife@everettcc.edu
Manager Responsibilities

- Develop an expanded knowledge of Everett Community College.
- Represent Everett Community College during college events and student leadership conferences.
- Work with diverse populations and provide tips on being a successful student.
- Learn and have a working knowledge of service area equipment such as computers, copiers, printers, ID card machine, and more.
- Maintain workspace appearance and professionalism.
- Possess a willingness to work and lead groups in problem solving and decision-making to attain group goals and objectives.
- Work closely with Student LIFE advisors and other student leaders on a variety of projects, tasks and goals.
- Participate in and assist coordinating the mandatory ambassador team training.
- All other duties as assigned.

Office Specific

- Notify Student LIFE student leaders of payroll due dates.
- Complete weekly data entry tasks.
- Check Student LIFE general email and respond with referrals when necessary.
- Monitor office inventory.
- Update internal Student LIFE Google calendar of events.
- Organize and maintain Student LIFE storage and supply cabinets
- Assist with student leader recruiting in Spring and Summer Quarters by scheduling tables, requesting staffing and preparing materials.
- Participate and assist with annual Welcome Week.
- Organize quarterly welcome by scheduling tables, staffing, preparing materials and delivering updated Student LIFE materials across campus.

Ambassador Manager Specific

- Create staff meeting agendas, train new employees, and organize and chair the weekly staff meetings.
- Coordinate campus tours.
- Check Campus Tours emails, send out parking permits, assist guests with accommodations.
- Update campus tour cards and training manual.
- Assign and organize student ambassadors for on campus events and activities through college resources such as Ask An Ambassador Application, Google Calendar, and Gmail.
- Update training materials and the Paperclip manual.
- Communicate with campus departments who utilize the Student Ambassador Program.

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.
- Previously served in the role as a student leader in Student LIFE (ambassador position preferred).
- Position has a one academic year commitment.
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline and enthusiasm.
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 Manager Application

First Name: __________________________  Last Name: __________________________

Student ID #: __________________________  Credit Hours Fall Quarter: ________________

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

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  __Communication Skills (Written)  __Leadership
__Public Speaking  __Interpersonal Communication  __Time Management
__Organizational Skills  __Team Building  __Leadership
__Self-Motivation  __Work Ethic  __Computer Skills
__Cultural Awareness or Cultural Competence
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 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

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.
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