

Student Leadership & Multicultural Programs



9600 College Way North
Seattle, WA
98103-3599

Student Administrative Council (SAC) Application Packet for 2012-2013

This packet contains information about the 2012-2013 Student Administrative Council positions. In it you will find position descriptions, roles and responsibilities, start and end dates and other pertinent information. These positions provide valuable hands-on experience that complements classroom learning with real-life work experience. SAC members are expected to work 12-18 hours per week during the school year; this includes mandatory business meetings on Tuesdays and Thursdays from 2-4 pm; compensation for hours worked is \$12/hour. If you have questions or would like more information about these opportunities, please stop by our office located in the College Center building, room CC1446, adjacent to the espresso lounge.

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PROCESS OVERVIEW

The department of Student Leadership and Multicultural Programs administers, advises and supports Student Leadership organizations at North. Each spring the Student Administrative Council (SAC) launches a campaign to attract and hire students to fill positions for the following academic year. Once all applications have been submitted a committee made up of no less than two students from the current SAC, two students from the general student body along with one faculty, one college staff and one SAC advisor will review all applications and determine which meet the criteria to warrant and interview. If the applicant meets the hiring criteria they will be notified and scheduled for an interview.

SAC JOB / POSITION ANNOUNCEMENT

We are now accepting applications for ten(10) SAC 2012-2013 positions which begin **June 18, 2012** and extend through **June 30, 2013**. The Director and Project Manager will be expected to begin training the week of May 28, 2012. The deadline for SAC applications is **May 4, 2012**. All applicants will be notified by **May 11** whether or not they will move onto the interview stage. Interviews will be scheduled for the week of **May 14** and offers will be made by **May 25** to allow new SAC members time to plan accordingly.

HIRING TIMELINE

April 2	Applications available
May 4	Application deadline for guaranteed consideration
May 14-18	Applicant interviews
May 23-25	Position offers made
June 18-22	First week of training

STUDENT LEADERSHIP OVERVIEW

Student leadership at North resides within the department of **Student Leadership and Multicultural Programs (SLMP)** and is administered by four permanent staff who provide training, guidance and support to student leaders working in the five collective branches:

1. Student Administrative Council (SAC)
2. Student Fee Board (SFB)
3. Student Cabinet (Cabinet)
4. Research and Advocacy Committee (RAC)
5. Arts, Lectures and Activities Board (ALA Board)

Each branch works closely with college staff, faculty and administration on behalf of their constituents, the student body.

The **Student Administrative Council (SAC)** is made up of 10 students who serve as the executive branch of student leadership who work with North administrators, faculty and other decision makers to align Student Leadership priorities with the college mission and student body needs. SAC members undergo extensive training and are required to work throughout the summer preparing for

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the academic year ahead. SAC members coordinate and directly support the involvement and work of the Student Fee Board, Student Cabinet, Research and Advocacy Committee and the Arts, Lectures and Activities Board.

The **Student Fee Board (SFB)** is made up of 6 - 8 students who meet Mondays and Wednesdays from 2-4p, fall, winter and spring quarters. These students are responsible for allocating more than one and a half million dollars in fees including Service and Activity Fees, Universal Technology Fees, Student General and Roll-over Funds. Throughout fall quarter, the SFB learns the policies, procedure, guidelines and laws that govern fee allocation. Due to their extensive knowledge of the college budget and other campus procedures, throughout the year these students are often asked to participate in emergent projects and initiatives that help the college make important decisions.

The **Student Cabinet (Cabinet)** is made up of 10 - 12 students whose responsibility is to represent the voices and concerns of the student body by serving on key campus committees which work to shape college policies and procedures that impact students. These committees are primarily made up of college faculty, administrators and staff. Committees discuss, decide, and act on key issues that face our campus. Student involvement on these committees makes it possible for students to contribute their opinions, ideas, and insights to creating student focused solutions to address campus concerns and issues. Cabinet members develop close working relationships with NSCC staff, faculty, and administration during their time in office. A Cabinet member may serve on more than one committee and is expected to work 2-6 hours a month.

The **Arts, Lectures, and Activities Board (ALA Board)** is made up of 5 - 7 students who plan and implement an array of lectures, performances, musical and cultural presentations and events for the student body. The purposes of these are to promote student engagement, build community and foster a rich intellectual, educational, and cultural campus life that reflects our campus' values for diversity.

The **Research and Advocacy Committee (RAC)** is made up of 6 - 8 students who develop and implement a variety of activities designed to solicit feedback from the student body about their desires, wants and concerns. RAC uses the information they collect from students to form initiatives and action plans aimed at addressing students' interests and concerns. RAC works with campus and district administration, state legislatures and community leaders to enact decisions, policies and procedures that serve the best interests of the student body.

SAC JOB DESCRIPTIONS

DIRECTOR

The Director is responsible for providing guidance and leadership to the rest of the SAC team. The Director will ensure that all SAC members are aware of and fulfill their responsibilities, comply with campus, district and state policies and procedures, and conduct business effectively. The Director leads SAC meetings, presents requests brought forth by students, faculty, staff and the administration, sits on governance committees, monitors and evaluates the performance of SAC members, regularly meets with and submits reports to the College President and Board of Trustees, and performs other duties as needs arise and/or as defined in bylaws. The Director ensures that SAC maintains positive and productive relationships with students, faculty, staff and the administration. In this capacity, the Director serves as primary spokesperson representing SAC to the student body, the college administration and governing bodies of the college.

- Primary spokesperson responsible for attending campus meetings, events and activities – especially those in which student needs, concerns, and ideas are to be represented
- Initiates activities that build and strengthen relationships with faculty, administrators and students (i.e. informal receptions, sends personalized cards on special occasions, etc)
- Publicly reports SAC's activities in public venues (i.e. President's Quarterly All College Meeting, Faculty Senate, College Council and Management Team Meetings)
- Submits Board of Trustee reports and attends meetings
- Coordinates and facilitates SAC business and special meetings, Open Forum Meetings, and Town Hall Meetings
- Meets with President, Executive Team Members, Faculty Union Representative and other college leaders on a regular basis

PROJECT MANAGER

The Project Manager works closely with the director to ensure that SAC responsibilities, projects and initiatives are carried out in a professional and timely manner; that communication among stakeholders is frequent, accurate and professional; and that SAC collaborates and accesses resources as needed to complete their work in an effective manner. The Project Manager is second in command to the SAC Director. When director is absent the project manager assumes the authority and responsibilities as acting director.

- Communicates regularly with all SAC members to track and monitor project timelines and deliverables
- Tracks all SAC projects, initiatives and activities
- Maintains calendars of events and project deliverables and deadlines
- Organizes and maintains all SAC business documents such as minutes, position manuals and memos
- Checks and replies, daily, to SAC business emails as required
- Works with Director to draft SAC meeting agenda's

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- Assists SAC members in using project management tools and methodologies to effectively manage multifaceted projects, tasks and initiatives
- Summarizes project outcomes and reports them to the group and staff advisers on a regular basis
- Assists SAC leaders and advisers with team projects as needed and able

COMMUNICATIONS TEAM (3 MEMBERS)

The Communications Team develops, implements, and maintains an effective public information program that promotes the activities of SAC and the Student Leadership department; writes articles, reports and summaries that effectively keep students and stakeholders informed of SAC projects and initiatives. Communications team members must be confident, avid, and prolific writers. The following areas of responsibility will be divided amongst the Communications Team.

- Online Communications: maintain and promote the use of SAC electronic communications such as Facebook, Twitter, and SAC website content
- Public Relations and Marketing: update SAC RSS feed and create promotional materials and ensure their visibility throughout campus
- SAC Newsletter: create and maintain a SAC newsletter to inform the student body, faculty, staff and administration of student leadership activities and news
- Works with campus Marketing and Public Information Officer
- Updates and monitors SAC presence on bulletin boards
- Monitors and responds to user feedback and comments on the website, forum etc
- Assists clubs in establishing and maintaining a webpage on the SAC web site

STUDENT FEE BOARD COORDINATOR

The Student Fee Board Coordinator works closely with staff advisors to administer the legal processes that guide the annual allocation of more than one and a half million dollars in student fees. The SFB coordinator chairs the SFB which is made up of 6-8 student members; prepares agendas and materials needed to run weekly SFB meetings; ensures SFB members are trained, understand and are accountable for carrying out their responsibilities in a professional and timely manner. This position requires excellent time management, organizational, critical thinking and interpersonal skills. These skills are necessary to understand and negotiate complex budget processes and politically sensitive decisions. and for including the diverse perspectives of students and staff who are involved in making critical budget decisions. In addition, this position requires the ability to moderate lively, sometimes heated, discussions among faculty, staff, and students.

- Works with RAC Coordinator, Cabinet Coordinator, and ALA Coordinators in the hiring process for all other branches of Student Leadership
- Chairs the Student Fee Board – **meets 2-4 every Monday and Wednesday**
- Facilitates, plans, and prepares all materials needed to run weekly Fee Board meetings
- Responsible for familiarizing self with legal documents pertinent to job
- Responsible for learning and understanding the procedures and processes involved in allocating student fees and the workings of the college operating budget

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- Coordinates the annual Universal Technology and Service and Activity Fees allocation procedures
- Provides training to Student Fee Board members on an ongoing basis as needed
- Ensures that the SFB webpage is accurate and that it is updated weekly with meeting minutes, announcements and other pertinent information
- Monitors and tracks budgets and provides monthly account balances to SAC
- Electronically files and archives of all funding requests (both approved and denied)
- Works with campus business department personnel
- Reports SFB activities to SAC on a regular basis

STUDENT CABINET COORDINATOR

The Student Cabinet is an important part of North's student government for it ensures that North students have a voice and advocate where campus decisions are made. The Student Cabinet is comprised of 10-12 students who have been selected to represent the student body on college policy and governance committees. The Student Cabinet Coordinator assists cabinet members throughout the year in the coordination and communication of their work and findings by providing ongoing training, support and guidance. The Cabinet Coordinator must have excellent time management, organizational, interpersonal, and verbal and written communication skills.

- Works with RAC Coordinator, SFB Coordinator, and ALA Coordinators in the hiring process for all other branches of Student Leadership
- Chairs regular cabinet meetings – meets 2-3 times a quarter
- Provides supportive performance feedback/evaluations for every cabinet member after each cabinet meeting to promote their written and public speaking skills
- Regularly contacts each of the committee chairs to verify that the appointed students have attended meetings and completed assigned work. The coordinator may also address any questions or concerns the committee chair might have
- Provides reminders, encouragement and support to student cabinet members to ensure that they submit required written reports and prepare for monthly oral reports
- Develops and conducts training and orientation activities for students and committee chairs as necessary
- Maintains well organized and accurate records of students serving on committees
- Reports Cabinet activities to SAC on a weekly basis
- Maintains Cabinet records and documents (i.e. meeting minutes, agenda, reports, hiring materials, etc.)

RESEARCH AND ADVOCACY COORDINATOR

The Research and Advocacy Coordinator chairs the Research and Advocacy Committee (RAC) which initiates surveys, focus groups and other means of gathering feedback from students in order to understand their needs and concerns. RAC then analyzes this data to then develop focused initiatives to advocate for student interests and needs. RAC members implement action plans that may include providing opportunities for students to unite and take action through

things like rallies, letter writing campaigns and teach-ins. RAC consists of 6-8 students who meet twice a week for two hours to collaborate, plan and implement action plans. This position requires excellent time management, research, analytical and organizational skills as well as the ability to provide team direction and to network and talk with students, faculty, administration, and Washington legislators.

- Works with SFB Coordinator, Cabinet Coordinator, and ALA Coordinators in the hiring process for all other branches of Student Leadership
- Chairs the RAC meetings – **meets 2-4 every Monday and Wednesday**
- Facilitates, plans, and prepares all materials needed to run weekly RAC meetings
- Actively meets, greets and networks with students through setting up welcome tables, classroom presentations and attending campus events in order to motivate students to action
- Identifies topics needing student input or research
- Conducts surveys, focus groups and open forums to identify students interests and concerns
- Analyzes data and drafts written reports for public review
- Uses information collected through research to make change for the better for students
- Works with campus institutional research office and personnel

CLUBS AND VOLUNTEER COORDINATOR

The Clubs and Volunteer Coordinator is responsible for overseeing all aspects of fostering and maintaining student participation in volunteer activities, and clubs. This position provides the training and support needed to help ensure that these groups remain active and are successful in completing their individual goals. This position fosters awareness, visibility, and collaboration among all student groups in ways that help create a culturally diverse and welcoming campus climate. The Clubs and Volunteer Coordinator must have excellent organizational and program planning skills; ability to relate to and connect with people of different cultural, ethnic and socio-economic backgrounds; have a passion for helping others and the ability to motivate groups of people and support the goals and success of others.

- Advises, trains and supports student clubs and club leaders in following campus, district and statewide policies and procedures
- Supports club advisors by organizing activities such as orientations, training sessions and maintaining regular face-to-face and electronic communications
- May assist in coordinating, promoting and recruiting students to participate in workshop and leadership development activities
- Promotes the formation of new student clubs and organizations
- Plans, coordinates and facilitates regular volunteer and club meetings
- Monitors, tracks, and reports club membership and participant rates to SAC
- Maintains and updates the club section of the Student Leadership website
- Identifies, organizes and promotes student volunteer opportunities

ARTS, LECTURES AND ACTIVITIES BOARD COORDINATOR

The Arts, Lectures and Activities Board Coordinator works closely with staff advisors to organize, coordinate and perform the work of the ALA Board. The ALA Board Coordinator chairs the ALA Board which is made up of 5-7 student members; prepares agendas and materials needed to run weekly ALA Board meetings; and in collaboration with advisor, leads the ALA Board in planning and implementing an array of quarterly campus events. The ALA Board lends its support and expertise to clubs and other members of the campus community who plan events for North students. Thus, ALA Board Coordinator routinely reaches out to engage and collaborate with faculty and campus groups that frequently plan events such as clubs and the Diversity Advisory Committee. The ALA Board Coordinator must have excellent organizational, time, program planning and project management skills; ability to relate to and connect with people of different cultural, ethnic and socio-economic backgrounds; excellent interpersonal, verbal and written communication skills. A strong candidate will have previous experience in event planning, stage, sound, lighting and graphic design.

- Chairs ALA Board meetings every **Tuesday and Thursday from 4:00-5:30p**
- Works with advisor to identify, organize, delegate and monitor ALA Board tasks
- Reports to SAC about ALA Board events and reports to ALA Board about SAC meeting content
- Works with advisor to assist ALA Board in developing array of quarterly activities that reflect the interests and values of a culturally diverse student population
- Coordinates and ensures hiring paperwork and documentation processes are completed in timely manner
- Routinely reaches out to collaborate and lend support to faculty and members of campus community in planning events for students
- Assists advisor in training ALA Board members

ELIGIBILITY REQUIREMENTS

- Will be enrolled fall '12, winter '13 and spring '13 and will commit to position through June 30, 2013
- Has completed 12 or more credits at North Seattle Community College
- Has a minimum 3.0 cumulative GPA
- Has demonstrated leadership ability on campus and/or in the community
- Has demonstrated strong written and oral communication skills (fluency in speaking & writing English)
- Applicants offered a position must attend mandatory summer training sessions, hold regular office hours and attend group work sessions and meetings (see work hour requirements below).

WORK HOUR REQUIREMENTS

- Able to work 12-18 hours/week, M-F, within the hours of 8a-6p
- Available to work in office Tuesday's and Thursday's from 2-4p (Fall, Winter and Spring quarters) for mandatory meetings.

WORK HOUR REQUIREMENTS CONTINUED

- Available to attend mandatory training on the following dates/times:
 - June 18-22 from 8a-5p
 - August 20-24 from 8a-5p to train the other branches of student leadership
 - Sept. 4-7 (will be attending training conference in Wenatchee)
 - Sept. 17-21 from 8a-5p
 - In addition students may be asked to work various hours over the summer. If you know you will be unavailable on set dates please not that on your application.
 - October 13 from 8a-5p

A STRONG CANDIDATE WILL POSSESS MANY OF THE FOLLOWING KNOWLEDGE, SKILLS

AND ABILITIES *Applicants should possess some strengths and knowledge in the listed categories but will also gain skills through training and work experience.*

Knowledge of:

- Technology and electronic communications (email, websites)
- Public relations and marketing methods, tools and practices
- Team work and decision making processes

Skilled in:

- Oral and written communications, including comprehensive reporting and presentations
- Use of library, internet, and other resources to conduct research
- Managing projects (planning, implementing, documenting and monitoring projects, tasks and assignments)
- Conflict management: able to work effectively and positively in a team environment
- Solution-focused problem solving

Ability to:

- Work independently to identify, initiate and finish projects and tasks
- Use critical thinking skills to evaluate and analyze complex issues, information and systems
- Proficiently operate a personal computer
- Establish and maintain effective working relationships, maintain confidentiality, and interact in a positive manner with diverse college and community populations
- Effectively manage time and meet project deadlines

DESIRED LEADERSHIP QUALITIES

Leadership Qualities. Money-Zine.com. (n.d). Retrieved 4/15/10 from <http://www.money-zine.com/Career-Development/Leadership-Skill/Leadership-Qualities/>

Self-Awareness - the ability to recognize and understand your own emotions, moods and

DESIRED LEADERSHIP QUALITIES CONTINUED

motivations. Self-awareness is defined as having an understanding who you are, which leaders must be able to do before they can begin to understand the motivation, moods and emotions of others.

- [Self-Regulation](#) - the ability to control your own emotions and counterproductive impulses and moods. Self-regulation is the leadership quality of remaining in control of your emotions.
- [Motivation](#) - a drive and passion that goes beyond money or status. [Motivation and leadership](#) are often tightly coupled when an organization is realizing above average results.
- [Empathy](#) - the intellectual identification with or vicarious experiencing of the feelings, thoughts, or attitudes of another. Empathy is different than sympathy, which is the emotion of feeling sorry for someone else.
- [Social Skills](#) - the ability to manage relationships and network. The term “social skills” is used to describe a leader's ability to get along with others within and outside of the organization.

A SAC LEADER IS EXPECTED TO

- Foster an environment that welcomes, honors and values diversity
- Be self-reflective, open, and committed to personal and professional growth
- Demonstrate initiative
- Work successfully in a diverse team environment
- Work independently with little supervision
- Prioritize tasks and effectively manage time
- Perform quality work
- Meet project deadlines
- Be solutions focused

TERMS OF EMPLOYMENT

To remain eligible for these positions students must maintain a minimum 3.0 quarterly GPA. Termination may occur for failure to perform duties and responsibilities. Timely and appropriate feedback will be given along with regular performance evaluations.

HOW TO APPLY

Complete and submit an official application form. Be sure to sign and to indicate the position you seek. A resume may not be substituted for the application.

Applications will be evaluated on the quality of writing and the thought and care that goes into each component. The application must include the following:

Submit a letter of introduction addressing how your personal and professional characteristics and experience meet the stated requirements, the knowledge, skills and abilities required for the specific position to which you are applying.

Note that your letter may be made available for public review.

HOW TO APPLY - CONTINUED

Submit a one to two page response to the following questions:

1. What interests you most about serving on the Student Administrative Council?
2. Why does diversity matter today? Why is anti bias and social justice work important to you?
3. If selected, what do you most hope to gain, learn and contribute?

Note that your essay may be made available for public review.

Submit a reference page containing the names and contact information (phone and email) of at least three (3) professional references, at least one must be from an NSCC faculty member. Your references should be able to relate how your past or current performance has prepared you for this position. Should you be chosen for an interview, your references will be checked first.

Gather and submit the signatures of 25 students demonstrating support for your application. (see attached form)

**All applicants selected for interviews may be asked to conduct a project or activity to help the committee evaluate your skills and abilities. If the committee chooses this route then you will be given specific instructions and guidance as to the requirements for this task.*

**Applicants are invited to submit any additional materials they believe provide evidence of their qualifications and commitment to serve. Examples might include: writing samples, videos, reference letters, etc.*

Applicants may download an official application form at www.nscstudentleadership.org/

Questions should be directed to 206.934.3643 or by e-mail at jeffrey.vasquez@seattlecolleges.edu.

Submit your completed application to the Student Leadership & Multicultural Programs Office CC1446

North Seattle Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities

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_____ is applying for a position on the 2012-2013 Student Administrative Council (SAC) SAC members work for you, the student body on issues that impact all students. Your signing this document indicates that you support this persons application to represent your interests.

Applications due May 4.

Print Name	Signature	Date
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		
21)		
22)		
23)		
24)		
25)		

SAC APPLICATION FORM 2012

Date Received

Applicant Information

Full name: _____ Date: _____
 Last *First* *M.I.*

Address: _____
 Street Address *Apartment/Unit #*

 _____ *City* *State* *ZIP Code*

Phone: () Cell: ()

Student ID E-mail Address:

#1 Position choice: #2 Position choice:

Application Checklist

A complete application must include the following items.

- ☐ Completed application form.
- ☐ Letter of introduction addressing how your personal and professional characteristics and experiences meet the stated requirements (knowledge, skills and abilities) required for the specific position to which you are applying.
- ☐ One-two page response to the following questions: What interests you most about serving on the Student Administrative Council? Why does diversity matter at a college? Why is anti bias and social justice work important to you? If selected, what do you most hope to gain, learn and contribute?
- ☐ List of references with names, signatures and contact information.
- ☐ Signatures of 25 students demonstrating support for your application.
- ☐ To be guaranteed consideration for a position your application must be received no later than **May 4**.

Education

High School: Location: YES NO
From: To: Did you graduate? ☐ ☐ Degree:

College: Location: YES NO
From: To: Did you graduate? ☐ ☐ Degree:

Other: Location: YES NO
From: To: Did you graduate? ☐ ☐ Degree:

Employment/ Volunteer Work History Continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service (optional / if applicable)

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

Application Due Date For Guaranteed Consideration: May 4, 2012