



9600 College Way
North
Seattle, WA
98103-3599

Department of Student Leadership
and Multicultural Programs

POSITION ANNOUNCEMENT FOR **2012-2013 STUDENT LEADERS**

PROCESS OVERVIEW

We are accepting applications for 2012-2013 Student Cabinet positions. If you missed the first hiring process for student leadership, this is your second chance! Positions will begin at the end of January and continue until June 30, 2013. Applicants for the cabinet must be available 4:00-5:30pm every Thursday, and must be available the first and third Tuesday of every month from 3:00-4:30pm **AND/OR** the first Thursday of every month from 2:00-4:00pm.

HIRING TIMELINE

Dec 14	Applications Available
January 10	Application deadline for guaranteed consideration (by 5PM)
January 15-18	Applicants invited to interview

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ABOUT THE POSITION

Student Leadership positions are available for the Student Cabinet. The Student Cabinet is one of the five branches of Student Leadership and it serves a unique and essential role in representing North's student body. Students in Cabinet positions work with college administrators, faculty, and staff on committees and initiatives that guide and govern college operations. Student Leaders gain resume-building work experience and professional contacts that may provide references for future college and job applications. Student Leaders are expected to represent the concerns and perspectives of North's diverse student body. Throughout the year, the college administration seeks Student Leader input and guidance for making significant decisions. For those who have initiative and the ability to collaborate with a team, these Student Leader positions provide ample opportunity to learn, grow and develop professional work skills, competencies and confidence.

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 11 students who serve as the executive branch of student leadership and 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 the academic year ahead. SAC members coordinate and directly support the involvement and work of the Student Fee Board, Cabinet, Research and Advocacy Committee and the Arts, Lectures and Activities Board.

CURRENTLY AVAILABLE STUDENT LEADER POSITIONS

The **Student Cabinet (Cabinet)** is made up of 8-10 students who represent the voices and concerns of the student body by serving on key campus committees that work to shape college policies and procedures impacting students. These committees are comprised of college faculty, administrators and staff who discuss, decide, and act on key issues that face our campus. 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 9-11 hours a month. *For a full list of college committees please visit:*

<https://studentleadership.northseattle.edu/descriptions-participating-committees>

Desired qualities and/or interests for Cabinet members include:

- Engaging in analytical and critical thinking skills
- Interest/experience in complex problem solving
- Ability/willingness to dialogue around sensitive topics in a respectful and effective manner

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- Ability/willingness to reach out to the student body to gather concerns and opinions around topics being discussed in committee meetings.

COMPENSATION AND APPLICATION DEADLINE

- ☐ Positions are paid an hourly rate of \$10.83
- ☐ **APPLICATION DEADLINE: Thursday, January 10th by 5pm**

TO BE ELIGIBLE FOR THESE POSITIONS YOU MUST:

- Plan to be a student at North winter '13 and spring '13
- Have and maintain a minimum 3.0 cumulative GPA
- Have demonstrated leadership ability on campus and/or in the community
- Have good written and oral communication skills (proficient in speaking & writing English)
- Be able to attend mandatory cabinet meetings and committees meetings
 - Thursdays 4:00-5:30pm (this does not include spring break)
 - 1st Tuesday and 3rd Tuesday of every month from 3:00-4:30pm **AND/OR** the 1st Thursday of month from 2-4pm

WORK HOURS

- **Cabinet:** 9-11 hours a month, individual committee times vary but generally occur in the afternoons and meet about 1-2 times a month, Cabinet members may serve on more than one committee

APPLICATION CHECKLIST

- ☐ Completed application form
- ☐ One to two page response to the following questions:
 1. *What interests you most about serving on the Student Cabinet?*
 2. *If selected, what do you most hope to gain, learn, and contribute?*
 3. *What experience or knowledge makes you prepared for this kind of work?*
- ☐ You are welcome to submit any additional materials that you believe support your application (optional).

2012-2013 STUDENT LEADER APPLICATION

APPLICATION REQUIREMENTS

- ☐ Application form
- ☐ One to two page response (for each position applied for) to the following questions:
 1. *What interests you most about serving on the Cabinet?*
 2. *If selected, what do you most hope to gain, learn, and contribute?*
 3. *What experience or knowledge makes you prepared for this kind of work?*
- ☐ Optional: Additional materials that you believe support your application such as letters of reference, examples of work, etc.

SUBMIT YOUR COMPLETED APPLICATION TO THE STUDENT LEADERSHIP & MULTICULTURAL PROGRAMS OFFICE CC1446

APPLICANT INFORMATION

Name _____

Home# _____ Mobile# _____

Address _____

City/State/Zip _____

Email _____

(Please write email clearly)

Student SID # _____

Please list any dates you may not be able to attend and briefly state the reason:

How did you learn about this opportunity? _____

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AVAILABILITY:

Please write the times you are available throughout the week

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Descriptions of Open Committees:

College Council

Mission Statement:

The role of the College Council is to ensure that the constituents of the college will have the opportunity to participate actively and collaboratively in the development of policies and procedures of the institution. Individuals and constituencies shall have ample opportunity to submit and provide input on proposals related to the development of campus-wide policies and procedures.

We need a student voice to make sure all of the college constituencies are represented since the Council discusses college-wide issues and provides feedback to the administration regarding decisions impacting us all.

Preferred qualifications:

It would work best to have a student who is a continuing student, rather than someone who has just started at the college. Someone who has broad experience in a variety of classes and programs would also be most helpful, as we look at college-wide issues for the most part.

<https://northseattle.edu/committees/college-council>

Diversity Advisory Committee

Mission statement:

The Diversity Advisory Committee (DAC) promotes North's values for inclusion, equity and social justice for all by supporting and advocating for the inclusion of cultural diversity in instruction, student services, student recruitment, retention and employment. DAC fosters a campus culture that recognizes, embraces and celebrates diversity as being central to our community success and wellbeing.

Preferred qualifications:

Someone who is aware of issues involving diversity, their impacts, and is able to think and communicate clearly.

- ❖ *Note there may be opportunities in the future to serve on other committees that are not listed above such as the Bookstore Committee which is in the process of being formed.*