



## Student Administrative Council (SAC) Application Packet for 2013-2014

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This packet contains information about the 2013-2014 Student Administrative Council (SAC) positions. 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; 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.

### **PROCESS OVERVIEW**

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, and once SAC advisor will review all applications and determine which meet the criteria to warrant an interview. If the applicant meets the hiring criteria they will be notified and scheduled for an interview.

Hiring for SAC positions is competitive and often the hiring committee interviews many qualified candidates but is unable to offer positions on SAC to all of them. In this situation, candidates who are not offered positions on SAC may be invited to a second interview during Summer quarter for positions on other branches of Student Leadership. Should this be the case, a second application will not be required, because the initial application will be reused.

### **TERMS OF EMPLOYMENT**

To remain eligible for these positions students must maintain a minimum 3.0 quarterly GPA while taking a minimum of 10 credits each quarter

## **HIRING TIMELINE**

### **SAC TIMELINE**

**April 1** Applications available

**May 15** Application deadline for consideration

**May 17** Applicants invited to interview

**May 20--24** Interviews

**May 28, 29** Interviews

**June 3--5** Positions offered

**June 17 – 21** SAC orientation and training

**Fridays, June 28 – August 9** (excluding July 5) – SAC training

**August 19 – 23** Student Leader training – SAC train new SLs

**Sept. 4 – 6** CUSP Leadership Institute – SAC

**Sept. 16 – 20** SAC / SL training

## **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:

- Cover Letter 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.
- A 1-2 page document that addresses all three of 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?
- 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.
- Signatures of 25 students demonstrating support for your application. (see attached form)
- Completed 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, 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  
<https://studentleadership.northseattle.edu/articles/now-hiring-student-administrative-council>

Questions should be directed to 206.934.3643 or by e-mail at  
[jeffrey.vasquez@seattlecolleges.edu](mailto:jeffrey.vasquez@seattlecolleges.edu).

### **STUDENT LEADERSHIP OVERVIEW**

Student leadership at North resides within the department of **Student Leadership and Multicultural Programs (SLMP)** and is advised 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 Board (RAB)
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)**, 10 students, serves as the executive branch of student leadership, meeting **Tuesday and Thursday 2-4pm** during Fall, Winter and Spring quarters. They work with North administrators, faculty and other decision makers to ensure that the student body has a voice in college affairs. 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, Student Cabinet, Research and Advocacy Board and the Arts, Lectures and Activities Board.

The **Student Fee Board (SFB)** employs 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, these students

are often asked to participate in projects and initiatives that help the college make important decisions.

The **Student Cabinet (Cabinet)** employs 10 - 12 students who represent the student body by serving on key campus committees. These committees discuss and act on key issues that face our campus, thereby shaping college policies and procedures. Campus committees are primarily made up of college faculty, administrators and staff with a few student members. Students contribute their opinions, ideas, and insights allowing the college to create student focused solutions to 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 8-12 hours a month, including Cabinet meetings every **Thursday from 4-5p.**

**The Arts, Lectures, and Activities Board (ALA Board)** consists of five to seven students who plan and implement an array of lectures, performances, cultural presentations and events for the campus community. The purposes of these events are to promote student engagement, build community and foster a rich intellectual, educational, and cultural campus life that reflects our campus' values. **Meets Tuesdays and Thursdays from 4:00-5:30p.**

The **Research and Advocacy Board (RAB)** employs 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. RAB uses the information they collect from students to form initiatives and action plans aimed at addressing students' interests and concerns. RAB 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. Meets **Mondays and Wednesdays from 2-4p,**

#### **ELIGIBILITY REQUIREMENTS**

- Will be enrolled Fall '13, Winter '14 and Spring '14 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)

**ELIGIBILITY REQUIREMENTS (Continued)**

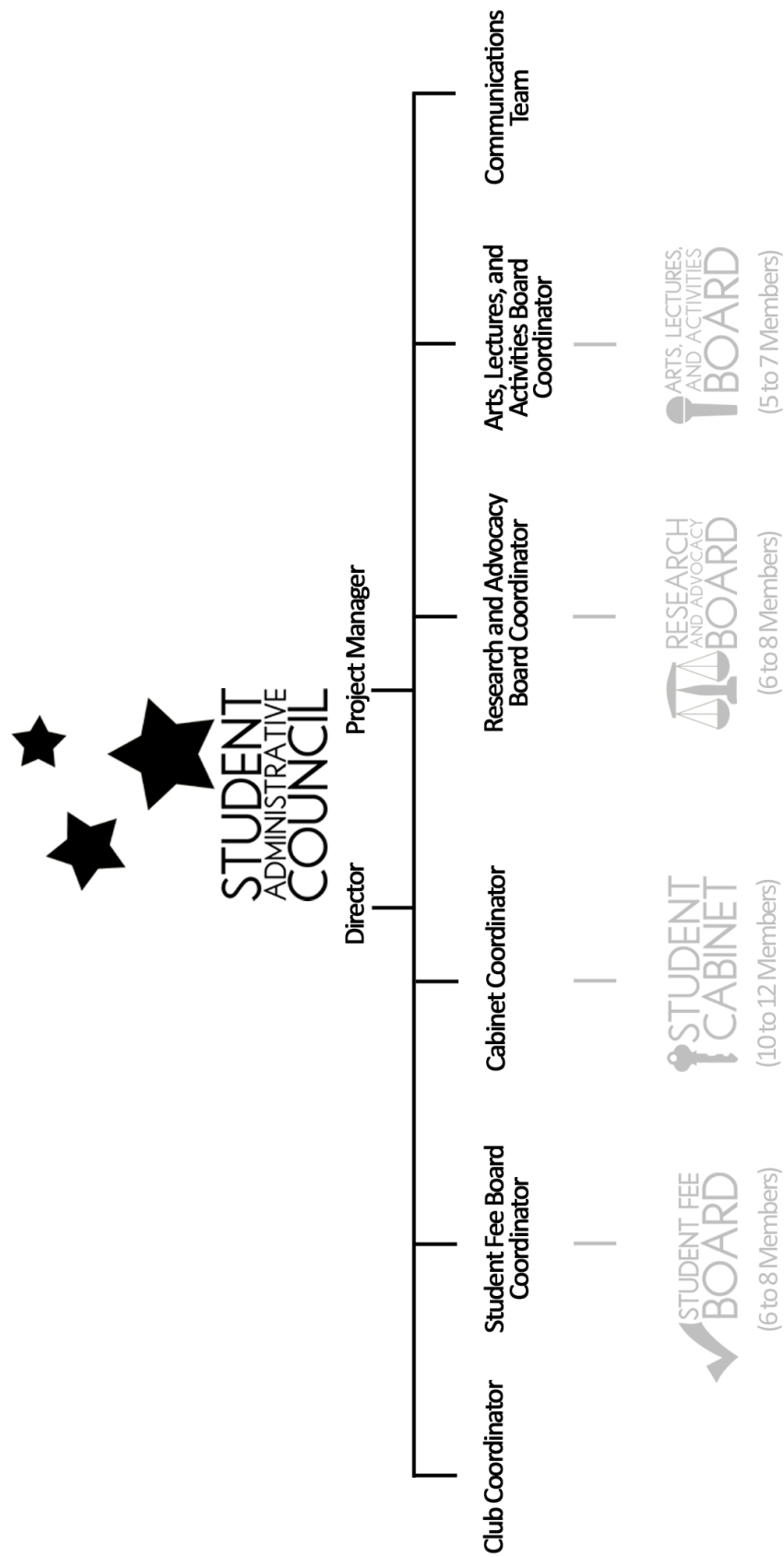
- Applicants offered a position must attend mandatory summer training sessions, hold regular office hours and attend group work sessions and meetings (see work hour requirements below).

**WORK HOUR REQUIREMENTS**

- Able to work 12-18 hours/week, M-F, within the hours of 8a-5:30p
- Attend Mandatory Meetings Tuesday's and Thursday's from 2-4p (Fall, Winter and Spring quarters).
- Available to attend mandatory training on the following dates/times:
  - June 17-21, orientation and training
  - Fridays, June 28 through August 9, excluding July 5, 9-12p
  - August 19-23, 9am – 4pm
  - Sept. 4-6, CUSP Leadership Institute (this will happen in Wenatchee with transportation and lodging provided)
  - Sept 16-20, SAC / SL training 9am – 4pm



# STUDENT ADMINISTRATIVE COUNCIL AND STUDENT LEADERSHIP



## **SAC JOB DESCRIPTIONS**

### **Director**

- The Director is responsible for providing guidance and leadership to the rest of the SAC team
- Ensures SAC maintains positive and productive relationships with students, faculty, staff and administration
- Primary spokesperson responsible for attending campus meetings, events and activities – especially those in which student needs, concerns, and ideas are to be represented
- Meets with President, Executive Team Members, Faculty Union Representative and other college leaders on a regular basis
- Publicly reports SAC's activities in public venues (i.e. President's Quarterly All College Meeting, Board of Trustees meetings, Faculty Senate, College Council and Management Team Meetings)
- Writes monthly reports following Board of Trustees meeting
- Initiates activities that build and strengthen relationships with faculty, administrators and students (i.e. informal receptions, sends personalized cards on special occasions, etc.)
- Ensures that all SAC members are aware of and fulfill their responsibilities while keeping within campus, district and state policies/procedures
- Coordinates and facilitates SAC business and special meetings, Open Forum meetings, and town hall meetings

### **Project Manager**

- When Director is absent the Project Manager assumes the authority and acting responsibilities of the Director
- Works closely with the Director to ensure that SAC responsibilities, projects and initiatives are being carried out professionally and in a timely manner
- Meets with all SAC members to track projects
- Keeps track of project deadlines and events to help ensure timely delivery by SAC members
- Organizes and maintains all SAC business documents such as minutes, position manuals and memos
- Checks (daily) and replies to SAC business emails as required
- Works with Director to draft SAC meeting agendas

- Assists SAC members in using project management tools and methodologies to effectively manage multifaceted projects, tasks and initiatives
- Assists SAC leaders and advisers with team projects as needed and able

### **STUDENT CABINET COORDINATOR**

Thursdays from 4:00-5:30 PM

- Works with RAB Coordinator, SFB Coordinator, and ALA Coordinators in the hiring process for all other branches of Student Leadership (Additional work hours will be required during hiring)
- Chairs/creates agenda for weekly cabinet meetings weekly
- Assists cabinet members (10-12) throughout the year in the coordinating and communicating of their work and findings by providing ongoing training, support and guidance.
- 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
- Must have excellent time management, organizational, interpersonal, and verbal and written communication skills
- Reports Cabinet activities to SAC on a weekly basis
- Maintains Cabinet records and documents (i.e. meeting minutes, agenda, reports, hiring materials, etc.)

### **COMMUNICATIONS TEAM (3 MEMBERS)**

Meets for an hour at least twice per month

- Communications team members must be confident, avid, and prolific writers.
- Write articles, reports and summaries that effectively keep students and stakeholders informed of SAC projects and initiatives.
- Develops, implements, and maintains an effective public information program that promotes the activities of SAC and the Student Leadership department
- 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
- Assists clubs in establishing and maintaining a webpage on the SAC web site

### **ARTS, LECTURES AND ACTIVITIES BOARD COORDINATOR (ALA)**

**Meetings every Tuesday and Thursday from 4:00-5:30p (Fall, Winter and Spring Qtrs)**

- Works with RAB Coordinator, SFB Coordinator, and Cabinet Coordinator in the hiring process for all other branches of Student Leadership (Additional work hours will be required during hiring)
- Chairs/prepares agenda for ALA Board meetings (5-7 members)
- 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
- Lends support and expertise to clubs and other members of the campus community who plan events- routinely reaches out to engage and collaborate with faculty and campus groups that frequently plan events
- Coordinates and ensures hiring paperwork and documentation processes are completed in timely manner
- Must have excellent organizational, time, program planning and project management skills
- Excellent interpersonal, verbal and written communication skills-ability to relate to and connect with people of different cultural, ethnic and socio-economic backgrounds
- Assists advisor in training ALA Board members
- If you have previous experience in event planning, stage, sound, lighting and graphic design we strongly encourage you to apply
- Ability to lift 30 pounds

### **CLUB COORDINATOR**

- The Clubs Coordinator is responsible for overseeing all aspects of fostering and maintaining student participation in clubs. They help to create a culturally diverse and welcoming campus climate.
- Advises, trains and supports student clubs and club leaders in following campus, district and statewide policies and procedures
- Ensure that these groups remain active and are successful in completing their individual goals.
- 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
- Must have excellent organizational and program planning skills; ability to relate to and connect with people of different cultural, ethnic and socio-economic backgrounds
- Plans, coordinates and facilitates regular all club leader meetings
- Monitors, tracks, and reports club membership and participant rates to SAC
- Maintains and updates the club section of the Student Leadership website

### **RESEARCH AND ADVOCACY BOARD COORDINATOR (RAB)**

Meetings every Monday and Wednesday 2:00-4:00 (Fall, Winter and Spring Qtrs)

- Works with Cabinet Coordinator, SFB Coordinator, and ALA Coordinator in the hiring process for all other branches of Student Leadership (Additional work hours will be required during hiring)
- Chairs/prepares the agenda for weekly RAB meetings (6-8 members)
- RAB and the Coordinator initiate surveys, focus groups and other means of gathering feedback from students in order to understand their needs and concerns
- RAB analyzes gathered data to then develop focused initiatives to advocate for student interests and needs
- Coordinator helps RAB take action through things like rallies, letter writing campaigns and teach-ins.
- Facilitates, plans, and prepares all materials needed to run weekly RAB 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
- Works with campus institutional research office and personnel
- Requires excellent time management, research, analytical and organizational skills as

well as the ability to provide team direction.

- Needs to be able to network and talk with students, faculty, administration, and Washington legislators.
- ***Identifies topics needing student input or research and takes an active role in advocating for students at the legislative level***

#### **STUDENT FEE BOARD (SFB) COORDINATOR**

**Meetings held 2-4 every Monday and Wednesday**

- Works with RAB Coordinator, Cabinet Coordinator, and ALA Coordinators in the hiring process for all other branches of Student Leadership (Additional work hours will be required during hiring)
- Works closely with staff advisors and campus business department personnel to administer the legal processes that guide the annual allocation of more than one and a half million dollars in student fees.
- Plans, chairs and moderates the SFB (a committee of 6-8 student members as well as a few staff and faculty). These meetings can be lively, sometimes heated, discussions among faculty, staff, and students.
- Responsible for oversight of the Fee Board Student members, making sure they are properly trained, understand and carry out their responsibilities in a professional and timely manner.
- After training, the SFB coordinator will need to understand and negotiate a complex budget process with politically sensitive decisions
- This position requires excellent time management, organizational, critical thinking and interpersonal skills.
- Responsible for learning and understanding the procedures and processes involved in allocating student fees and the workings of the college operating budget
- Coordinates the annual Universal Technology and Service and Activity Fees allocation procedures
- Ensures that the SFB webpage is accurate and that it is updated weekly with meeting minutes, announcements and other pertinent information by working with the Communications Team
- Monitors and tracks budgets and provides monthly account balances to SAC
- Electronically files, archives and informs stakeholders of outcome of all funding requests (both approved and denied)

NORTH SEATTLE COMMUNITY COLLEGE  
Department of Student Leadership and Multicultural Programs

\_\_\_\_\_ is applying for a position on the 2013-2014 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 April 26.***

Print Name	Signature	Date
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# SAC APPLICATION FORM 2013

Date Received

Please type or write legibly as unclear contact information that prohibits scheduling of an interview may prevent the committee from offering you a position

## Applicant Information

Full name: \_\_\_\_\_  
Last First M.I. Nickname

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 considered for a position on SAC your application must be received no later than **April 26th**.
- ☐ To be considered for a position on Cabinet, Student Fee Board, Arts, Lectures, and Activities Board, or Research and Advocacy Board must be received no later than **July 1st**

## 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:

NORTH SEATTLE COMMUNITY COLLEGE  
Department of Student Leadership and Multicultural Programs

**Employment/ Volunteer Work History Continued**

Company: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

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Company: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

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**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 Consideration: May 15, 2013**