



# Social Responsibility Representative Application

Thank you for your interest in a Bellevue College Associated Student Government position. The Associated Students of Bellevue College (ASBC) is comprised of all enrolled Bellevue College students. The ASBC Student Government is recognized by the Board of Trustees as the sole representative body of Bellevue College students. Through the ASBC, students have a voice to assure that student issues and concerns are heard. ASBC officers gain valuable leadership and executive level experience such as leadership training, decision making, fiscal management, and conflict management. Student Government also keeps students informed about administrative or legislative policies that directly affect the student body.

The purpose of the Associated Student Government of Bellevue College Board of Directors is to act as the voice for the students of Bellevue College and ensure student participation in college governance, while being committed to building a pluralistic and diverse campus community.

It is the responsibility of the ASBC Student Government to:

- Provide representation of student interest, needs and well-being within the college community;
- Provide opportunities for individual leadership development and for group participation;
- Initiate and coordinate student activities;
- Foster collaborative and cooperative relationships among the students, faculty, staff, administration and community;
- Affirm and support the Bellevue College Mission, Vision and Values statement.

ASBC is fully supported by BC staff, faculty, administration, and trustees. Students who participate in student government help establish campus policies and procedures, allocate the services and activities fees, have the opportunity to serve on college and student committees, and evaluate student programs and services to meet the changing needs and interests of the students.

Applications for the Executive Team are accepted for the next academic year.

### Position Summary:

The ASG Social Responsibility Representative is responsible for environmental and social stewardship. They collaborate with students, college, and community organizations to facilitate a more socially responsible world.

### Compensation and Required Availability:

You will be paid \$13.00 per hour. You will receive a paycheck twice a month (Fall-Spring) for your service in an elected position.

You must be able to work 19 hours per week during regular business hours. Regular business hours are Monday through Thursday 8:00 am-5:00 pm and Friday 8:00 am-5:00 pm. There are certain projects and events that will require your participation outside of normal business operating hours.

*Example of average work of 19 hours:*

*2 hours: Board of Director Meeting*

*2 hours: Executive Board Meeting*

*2 hours: Team Meeting*

*5 hours: Information Booth*

*8 hours: Student Programs Office (meetings, events, office hours, etc...)*

### Minimum Qualifications:

- 2.7 cumulative BC college-level GPA or 2.7 quarterly BC college-level GPA for the two (2) previous consecutive quarters. The GPA will default to whichever is the highest.\*
- Twenty-four (24) college-level credits within Bellevue College.

*\*The applicant must maintain a 2.5 cumulative and 2.7 quarterly BC college-level GPA throughout the tenure of the position.*

### Desired Qualifications:

- Working knowledge of Bellevue College programs and divisions
- Has participated in or has been a member of club or program
- Experience collaborating with non-profits in a constructive manner
- Experience advocating on social issues

### Essential Job Functions:

- Agree to and Meet the Student Leadership Position Expectations
- Enroll in and meet the established learning and course objectives of Experiential Learning 191 (Academic Internship Course) through Bellevue College
- Attend all training sessions, meetings, and retreats
- Serve on all assigned committees
- Develop a working knowledge of, and adhere to the ASBC Constitution, ASBC Bylaws, ASBC Ethics Code, and ASBC Financial Code

- Follow Student Code of Conduct and Employee Code of Conduct
- Chair SESF Committee
- Maintain Food Pantry
- Educate on sustainable practices/resources in school
- Organize and facilitate regular campus outreach events to ensure direct communication with students regarding campus social justice issues, environmental sustainability and health education through surveys, student town hall meetings and other initiatives
- Assist in campus education and student support resources on campus, including food pantries, hygiene kits, etc.
- Research and facilitate training and informational activities for students related to CPR, First Aid and emergency preparedness
- Advertise and distribute information about community resources available to Bellevue College students and build new community connections
- Research and advocate for nutritional options on campus
- Provide education and information regarding recycle/compost efforts on campus
- Coordinate events and programs to support social responsibility awareness
- Identify and promote opportunities for civic engagement.
- Come up with one campus-wide, long-term, sustainability initiative or project and/or take part in current sustainability initiatives on campus
- Collaborate with the ASG President, Student Programs Staff, and the Bellevue College Vice President of Equity and Pluralism to create/update, manage, and oversee the ASG equity and pluralism vision and work plan
- Serve as a liaison between ASG and Equity and Pluralism Office, Disability Resource Center, Multicultural Services, and Title IX in support of success of all underrepresented populations, non-traditional students, and under-served students groups including but not limited to students of color, disabled student, veterans, LGBTQ, immigrant, and religious student groups, with consideration of gender equity
- Provide leadership in the development, coordination, and implementation of programs that promote multiculturalism, diversity, equity, and inclusion at Bellevue College
- Analyze and recommend policy improvements that identify and remove barriers to student success
- Compile an annual report of the Associated Student Government in June to Student Life Dean and Leadership Advisor.
- Serve on all assigned committees.
- Meet weekly with the Leadership Advisor.
- Perform related duties as assigned.

## **STEP ONE**

### **Required documents to submit with the Associated Student Government Application:**

Applicants must meet the minimum qualifications and submit a completed application which includes the following:

- Cover Letter (*no longer than two pages, double-spaced, with 12-point font and 1-inch margins*) highlighting your contributions to the Bellevue College Community. Your cover letter is required to be approved by the Center for Career Connections
  - The letter should include your name, program of study, student ID number, and the degree you are earning.
- Resume outlining professional, academic and co-curricular accomplishments during your time at Bellevue College (*no longer than three pages in length, with 12-point font and 1-inch margins*). Your required should be approved by the Center for Career Connections.
- Diversity Statement that addresses the following: Please provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College (*minimum 1 page, maximum 2 pages, 12 point font, double spaced, and 1 inch margins*).
- Unofficial Transcript
- Three (3) letters of recommendation from Bellevue College staff, faculty, or administrator
  - Give the Bellevue College Associate Student Government Letter of Recommendation Request and give it to whomever is writing letter on your behalf.

\*Items that are submitted in addition to those listed above will not be taken into consideration to insure equity.

## **STEP TWO**

Interview

Applications are open until filled

Applications must be submitted in the Student Programs Office, Room C212  
Student Programs Office Hours: Monday-Thursday, 8:00 a.m. - 7:00 p.m. Friday. Closed weekends and holidays.

For additional information, send an email to [asgpres@bellevuecollege.edu](mailto:asgpres@bellevuecollege.edu)