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**2024-25 ASWVC Student Senate Application**

**ASWVC STUDENT SENATE POSITIONS OPEN FOR**

**2024-2025**

**APPLY NOW!**

Join your WVC Student Government team and make a difference! Please email your completed application to [crogers@wvc.edu](mailto:crogers@wvc.edu). The list of all open positions and duties is on pages 4-6 of this application packet.

ASWVC (Associated Students of Wenatchee Valley College) is a self-governing student organization. This association functions according to the policies and regulations adopted by the WVC Board of Trustees. ASWVC Student Senate sponsors many student events, activities and projects. The Student Senate also provides a liaison between students and the college administration and faculty regarding activities, student clubs, budgets, and policies. No experience is necessary, and all students are encouraged to apply! Join our team and gain valuable experience such as leadership development, project management, budgeting, conflict resolution, public speaking, and more.

**Benefits:**

* On campus employment with hours built around your class schedule
* Build your professional skillset, network, and references
* Minimum of 10 hours per week paid position!
* Make friends that will last a lifetime!
* Make positive changes on the WVC campus to meet student needs.

**Qualifications/Requirements:**

* Continually enrolled in at least 8-10 credits per quarter at WVC
* Minimum 2.5 GPA (CUM and quarterly while in Senate)
* Time commit of September 1, 2024 - June 30,2025

**Mandatory Program Commitments:**

* Shadow current Senate members during June 2024 events and help with Graduation.
* On-campus training, September (Mon-Friday) varied times.
* Student Leadership Conference in September
* Winter Retreat: January 2025

**\* PLEASE NOTE: Candidates must be available June 1st & 2nd for 1 half hour time between 8am-5pm for interviews. Qualifying candidates will be contacted regarding your interview time.**

**2024-2025 Student Senate Application**

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| --- | --- |
| Applicant Name: | Click or tap here to enter text. |
| Student ID#: | Click or tap here to enter text. |
| Cell Phone: | Click or tap here to enter text. |
| Emergency contact Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Position applying for: *(First choice and second choice)* | Click or tap here to enter text. |
| Are you fluent in a language other than English? If so, please list: | Click or tap here to enter text. |
| Cumulative GPA:  *(No WVC GPA? Use GPA from high school or previous college)* | Click or tap here to enter text. |
| Expected Month/Year of WVC Graduation: | Click or tap here to enter text. |
| What is your major: | Click or tap here to enter text. |

**Prior Work or Volunteer Experience: Please begin with your most recent experience.**

|  |  |
| --- | --- |
| **Employer or Organization**: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Supervisor or Contact Person: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |
| Description of your duties: | Click or tap here to enter text. |
| Dates of Employment: | Click or tap here to enter text. to Click or tap here to enter text. |
| Reason for Leaving: | Click or tap here to enter text. |
| **Employer or Organization**: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Supervisor or Contact Person: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |
| Description of your duties: | Click or tap here to enter text. |
| Dates of Employment: | Click or tap here to enter text. to Click or tap here to enter text. |
| Reason for Leaving: | Click or tap here to enter text. |

What are your anticipated outside commitments for the Fall 2024 - Spring 2025 academic year (including other employment, sports, volunteering, family obligations, etc.)?

Click or tap here to enter text.

How do you intend to balance class and other on-and-off campus involvement, while making this program a priority?

Click or tap here to enter text.

What do you hope to gain from joining the Student Senate and what would you contribute to it?

Click or tap here to enter text.

Please list any extracurricular activities have you been involved with:

Click or tap here to enter text.

**Complete applications contain the following.**

* This Application
* Cover Letter
* Resume

**\*\* Employment in Student Senate may be subject to a background check**

I certify that all information provided on this application is true and accurate. I give the Office of Campus Life permission to access my academic records to verify enrollment and grades.

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Applicant Signature Date

**If under 18, please have a parent or guardian print and sign in the area below:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Print Name

POSITION TITLES & DESCRIPTIONS ARE BELOW

**General Senate Duties (all positions):**

* 1. Promote the goals and objectives of the Associated Student Body, as outlined by the Student Senate.
  2. Manage the funds and property of the ASWVC.
  3. Professionally serve as a conduit of information or expression of concerns between College Administration, the Senate and WVC students.
  4. Participate in required meetings, trainings, college events and leadership development opportunities.
  5. Serve, when appointed, on applicable standing, ad hoc and college committees.
  6. Follow allCollege policies, procedures, departmental guidelines and State laws while on or off campus.
  7. Positively work with the ASWVC’s and the Institution’s internal procedures to voice concerns and resolve conflicts.
  8. Post and maintain regular office hours.
  9. Maintain records, reports and documents of business; and use WVC network for organization and electronic storage.
  10. Meet regularly with the Senate advisor to review position responsibilities, projects, goals and student development.
  11. Staff all Senate events per quarter as class schedule allows; attend a minimum of one ASWVC Club or Organization event per quarter.
  12. Assist other senate members as necessary.
  13. Perform other duties as assigned by the Senate advisor.

**Available Senate Positions:**

**ASWVC President** – 10 hours per week:

* Serve as Chair for Senate and Executive Board meetings.
* Serve as the liaison with college administration, attend and provide written/oral reports to the WVC Board of Trustees.
* Serve as ASWVC Senate representative to WVC Instruction Council meetings.
* Meet as needed with the WVC President and WVC Vice President of Student Services of Wenatchee Valley College.
* Oversee the preparation and distribution of all Student Government related news and information.

**ASWVC Vice President** – 10 hours per week:

* Serve as Chair of the Interclub Council.
* Advocate for campus clubs & organizations to cultivate a strong campus community.
* Provide the Executive Board/Senate with weekly reports on club activities, budget, chartering, and affairs.
* Oversee Club Recognition and Certification process.
* Promote club and organization events to the campus community, in coordination with the Campus Life office.

**ASWVC Treasurer** – 10 hours per week:

* Act as the financial manager of the Associated Students in coordination with the Senate.
* Maintain an accurate inventory of all ASWVC property, including items purchased during the fiscal year.
* Provide the Senate with monthly reports on budgets managed by the ASWVC during the year: Events/Activities, and ASWVC Projects accounts.
* Serve as Chair of the S&A Budget Committee.

**ASWVC Secretary** – 10 hours per week:

* Coordinate the recording of the Executive Board and/or Senate meeting minutes.
* Distribute and post approved meeting minutes.
* Serve as Chair of the ASWVC Constitution and Bylaws Review Committee
* Organize quarterly ASWVC tabling/outreach.
* Serve as the Chair for the Student Ambassadors.

**Director of Campus Activities** – 10 hours per week:

* Serve as Chair of the Campus Activities Board meetings
* Support programming for campus events.
* Serve on the campus Academic Calendar Committee.
* Plan, and coordinate a minimum of one event per quarter supporting experiential and co-curricular programs for the student body.

**Director of Diversity** – 10 hours per week:

* Plan and coordinate a minimum of two events per quarter related to Diversity, Equity, and Inclusion for the student body.
* Provide students with education, information, and resources that meet the needs of our diverse student body.
* Serve on the Academic Regulations Committee (ARC).

**Director of Health & Wellness** – 10 hours per week:

* Plan and coordinate an event promoting student health and wellness for the student body.
* Provide students with education, information, and resources regarding general mental, physical and social health issues.
* Plan and coordinate an event related to intramural and recreational programs for the student body.
* Provide students with education, information, and resources to engage in competitive sports and recreational activities.
* Serve on the Intermural Committee.

**Director of Social and Civic Responsibility** – 10 hours per week:

* Update the Senate on legislative issues affecting community college students and maintain a working relationship with local legislators.
* Oversee and manage voter registration for the campus community.
* Plan and coordinate an event related to social and civic responsibility for the student body.
* Update the Senate on legislative issues affecting community college students and maintain a working relationship with local legislators.
* Attend and coordinate student representatives to attend the CUSP Legislative Cycle: Fall Student Legislative Academy and the Spring Legislative Voice Academy.

**Director of Public Relations** – 10 hours per week:

* Coordinate the preparation of a notice to inform the campus community about the ASWVC activities during fall, winter, and spring quarters (e.g. posters, flyers and web advertising).
* Coordinate ASWVC social media accounts in collaboration with the Campus Life office.
* Serve on the Campus Spirit Committee or equivalent.
* Promote ASWVC Student Senate and Coordinate recruitment of new members during spring quarter.

**Student Ambassador**s (2-4 positions available) – 10 hours per week:

* Participate in WVC outreach and enrollment efforts to help increase attendance and student retention.
* Assist with the promotion and staffing of Senate events.
* Promote ASWVC Student Senate to the student body and help recruit membership and participation in Senate events.
* Provide individual and group tours for campus.

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses: To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445,* [*title9@wvc.edu*](mailto:title9@wvc.edu)*. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*