



Associated Students of Klamath Community College

***Now Accepting Applications for the
2020-2021 Academic Year***

ALL Positions

Submit all of your application materials to the
Office of Student Life (Bldg. 4, Room 407) or
by email to ASKCC@klamathcc.edu.

Interview will be scheduled as applications are
received.

If you have any questions before you submit your ASKCC application,
please contact student life by e-mail at askcc@klamathcc.edu
or phone at 541-880-2321.



Application Requirements

Note: Incomplete applications will not be reviewed.

Application Materials

- A completed Associated Students of Klamath Community College (ASKCC) Officer Application Form
 - One typed copy of your current resume
 - One letter of recommendation from a current KCC Faculty Member
 - An original essay that addresses the following questions:
 1. Why are you interested in being a member of ASKCC?
 2. Describe why you are applying for the position(s) you indicated on your application
 3. In your opinion, what qualities or skills make an effective leader? How do you exemplify these qualities in your work?
 4. Identify one area of improvement for KCC you would like to address as a member of student government.
 5. What does advocacy mean to you and how do you plan to advocate for your fellow students?
- **Essay must be double-spaced, 12 size Times New Roman font. ***

Eligibility Requirements

- All ASKCC Officers must serve in Summer, Fall, Winter, and Spring terms.
- ASKCC meeting days and times are established at the beginning of each academic term.
- Applicants must possess a cumulative and term grade point average (GPA) of 3.00 or better.
- Applicants must have successfully completed at least 12 credits at KCC and at least 2 terms at KCC to be eligible for service.
- While in office, all ASKCC Officers must be enrolled in, and complete, at least six (6) credits per term during Summer, Fall, Winter and Spring terms.

Academic & Ethical Expectations

ASKCC Officers must:

- Maintain academic eligibility. ASKCC Officers who earn a cumulative GPA between 2.99 and 2.00 will enter a probationary period with ASKCC. ASKCC Officers who earn a term GPA of 1.99 or lower must vacate their position at the conclusion of that term. All Officers have the ability to appeal to the ASKCC Advisor(s) if their GPA falls below 1.99.
- Exemplify student responsibility and proper conduct as described in the KCC Student Handbook.
- Fulfill their position requirements as outlined in the official ASKCC Bylaws (see Position Descriptions & Service Requirements below).



Associated Students of Klamath Community College (ASKCC) Officer Application Form

Note: Only one application is required if you are applying for multiple positions.

Name: _____

Date of Application _____ Student I.D. # _____

Position(s) applying for:

<i>Executive Positions:</i>	President	Vice President	Business Officer
<i>Non-executive Positions:</i>	Campus Club Officer	Marketing & Communications Officer	Special Events Officer

Mailing Address: _____

Home Phone #: _____ Cell Phone #: _____

Student E-mail: _____

Major/Area of Study: _____

Term of expected Graduation/Transfer: _____

List any KCC clubs/organizations that you are currently involved with:

I hereby submit my application and give permission to the ASKCC Advisors to request my current course schedule and GPA from Klamath Community College to verify my eligibility requirements. I certify that the above facts are true to the best of my knowledge.

Signature: _____ Date: _____

Please initial:

_____ I understand that I will not continue as a candidate for ASKCC if this application does not include all application materials.

_____ I understand that if selected as an ASKCC Officer, I commit to one academic year of service.

_____ I understand that I will be in a probationary period during my first term of service.

_____ I have read and understand the position and eligibility requirements.

_____ I understand that I may be offered a position that I did not apply for.

_____ I have read and understand the ASKCC Constitution and Bylaws
(ASKCC Bylaws are located in the Office of Student Life)

_____ I understand that I may be offered a position that I did not apply for.



Position Descriptions & Service Requirements

Executive Positions

I. President

Duties, Responsibilities, and Expectations:

- a. Serve an **average of 10 to 15 total hours each week**, including a minimum of five (5) hours per week in the ASKCC office, attending events, completing duties assigned by the ASKCC advisor(s), and engaging with other students.
- b. Attend and actively participate in scheduled ASKCC meetings.
- c. Attend and participate in Executive Team Meetings.
- d. Act as the primary spokesperson for ASKCC.
- e. Create meeting agendas and preside over ASKCC meetings.
- f. Sit on the Board of Education as a non-voting member and attend monthly Board of Education meetings.
- g. Be visible and present at ASKCC events/activities.
- h. Attend at least one (1) *club* event/activity per term.
- i. Meet with the ASKCC Advisor(s) weekly for support, guidance and collaboration on shared governance, upcoming events, and student concerns.

Position stipend: \$1,500 per term

II. Vice President

Duties, Responsibilities, and Expectations:

- a. Serve an **average of 9 to 14 total hours each week**, including a minimum of four (4) hours per week in the ASKCC office, attending events, completing duties assigned by the ASKCC advisor(s), and engaging with other students.
- b. Attend and actively participate in scheduled ASKCC meetings.
- c. Attend and participate in Executive Team Meetings.
- d. Manage ASKCC Action Items.
- e. Serve as President in his/her absence.
- f. Act as primary representative for ASKCC in the Oregon Community College Student Association (OCCSA).
- g. Provide support to the Campus Club Officer and clubs during summer term and during the chartering process.
- h. Be visible and present at ASKCC events/activities.
- i. Attend at least one (1) *club* event/activity per term.
- j. Attend 1 Board of Education meeting per term.

Position stipend: \$1,125 per term



III. Business Officer

Duties, Responsibilities, and Expectations:

- a. Serve an **average of 9 to 14 hours each week**, including a minimum of three (3) hours per week in the ASKCC office, attending events, completing positional duties, and engaging with other students.
- b. Attend and actively participate in ASKCC meetings.
- c. Attend and participate in Executive Team Meetings.
- d. Take minutes of all ASKCC meetings. Minutes need to be typed and emailed to all members and the ASKCC Advisor(s) no later than 24 hours prior to the next meeting.
- e. Update ASKCC Business Officer Binder with meeting and budgetary records.
- f. Regularly manage ASKCC funds, requisitions, funding requests, and other budgetary forms/processes in collaboration with ASKCC Advisor(s).
- g. Meet with ASKCC Advisor(s) weekly.
- h. Be visible and active at ASKCC events/activities.
- i. Attend at least one (1) *club* event/activity per term.
- j. Attend at least one (1) Board of Education meeting per term.

Position stipend: \$1,125 per term

Non-Executive Positions

I. Campus Club Officer

Duties, Responsibilities, and Expectations

- a. Serve an **average of 5 to 9 hours each week**, including a minimum of three (3) office hours a week, duties assigned by the ASKCC Advisor(s) and committees, and engaging with students.
- b. Mentor student organizations through club charter approval process.
- c. Along with the Assistant Director of Student Life and ASKCC Business Officer, plan and present annual club trainings to club officers and advisors.
- d. Advocate and share the needs of club members on campus.
- e. Maintain and provide updated data to answer inquiries regarding clubs, i.e. new roster information.
- f. Keep and update the list of club meeting times/days as needed.
- g. Work with the Business Officer on updating and maintaining the list of club officers and advisors.
- h. Attend and actively participate in ASKCC events/activities.
- i. Attend at least one (1) *club* event/activity per term.
- j. Attend at least one (1) Board of Education meeting per term.

Position stipend: \$750 per term



II. Marketing & Communications Officer

Duties, Responsibilities, and Expectations

- a. Serve an **average of 5 to 9 hours each** week, including a minimum of three (3) office hours a week, duties assigned by the ASKCC Advisor(s) and committees, and engaging with students.
- b. Responsible for producing and dispersing advertisements (i.e. posters/flyers, etc.)
- c. Responsible for producing press releases.
- d. Responsible for using media outlets to promote the issues and programs of ASKCC.
- e. Responsible for updating the ASKCC social media pages.
- f. Assist other officers as deemed necessary.
- g. Be visible and present at ASKCC events/activities.
- h. Attend at least one (1) *club* event/activity per term.
- i. Attend at least one (1) Board of Education meeting per term.

Position stipend: \$750 per term

III. Special Events Officer

Duties, Responsibilities, and Expectations

- a. Serve an **average of 5 to 9 hours each** week, including a minimum of three (3) office hours a week, duties assigned by the ASKCC Advisor and committees, and engaging with students.
- b. Work with Student Government, Facilities, Student Clubs, and community organizations to schedule and plan for events.
- c. Work with the Campus Club Officer and Marketing & Communications Officer to create event budgets and advertising.
- d. Act as the main contact for inquiries regarding special events.
- e. Create shopping lists and volunteer schedules for specific events.
- f. In coordination with ASKCC Advisors, arrange informational events or trips related to legislation at the local, state, and federal level that will directly impact the KCC student body.
- g. Attend at least one (1) Board of Education meeting per term.
- h. Attend at least one (1) club event/activity per term.

Position stipend: \$750 per term

