



ASG Environmental and Social Responsibility Representative Application

Job Summary

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

POSITION: Associated Student Government Environment and Social Responsibility Representative

DEPARTMENT: Associated Student Government of the Associated Students of Bellevue College

SALARY: \$12/hour, 16 hours/week until June 30th of 2017

OPENS: February 13, 2017

CLOSES: February 21, 2017

Minimum Qualifications

Applicants must meet the minimum qualifications by the end of the Winter Quarter in order to be eligible for candidacy.

- 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 highest.
- Twelve (12) college-level credits within Bellevue College. (If a student is on a reduced credit load as determined by BC administration, minimum requirement shall be the equivalent of two full time college level quarters).
- If elected, candidates must relinquish their position as an officer in any BC club or program per the ASG Bylaw 5.1.4.

Desired Qualifications

- Experience collaborating with non-profits in a constructive manner
- Experience advocating on environmental and social issues
- Working knowledge of pluralism and diversity

Essential Functions

Essential Functions shall include but are not limited to:

- Attend all training sessions and meetings
- Serve on all assigned committees
- Develop a working knowledge of, and abide by the ASBC Constitution, ASBC Bylaws, ASBC Ethics Code, and ASBC Financial Code
- Serve as Student Ambassador to students, administrations, faculty, and staff
- Create awareness on-campus of global issues and their effect on the Bellevue College community
- Environmental Specific Functions:
 - Serve as Chair on the Environmental Advisory Committee
 - Serve as Chair of the Sustainable Food Group, and the Student Environmental Sustainability Fee Committee
 - Collaborate with and support Student Science Association on Earth Week
 - Collaborate with Bellevue College students, staff, faculty and community members on environmental issues and programs
 - Coordinate events and programs to support environment awareness
 - Serve as advisor to ASG Board of Directors on environmental issues
- Social Responsibility Specific Functions:
 - Partner with BC Foundation staff to identify and partner with local non-profits
 - Partner with BC students, staff, faculty, and community members on social responsibility issues and programs
 - Coordinate events and programs to support social responsibility awareness
 - Serve as advisor to ASG Board of Directors on social responsibly issues
- Conduct outreach to new and existing students by providing tours as needed
- Aid the Peer-to-Peer program in their quarterly phone-a-thon effort

How to Apply

To be eligible for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:

- A resume.
- One reference from Bellevue College staff, faculty, or administrator or prior employer.
- Letter of Intent that addresses the following questions.
 1. What skills and strengths do you possess that will enable you to be successful in this position?
 2. Describe what leadership means to you. Describe an experience you have had leading a team.
 3. Describe your previous involvement on campus.
 4. What experience do you have working with administrators, high level officials, or previous bosses?
 5. Why are you running for this position? Why are you interested in Student Government?
- An unofficial copy of your transcript.

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

Applications must be submitted to the Office of Student Programs, room C212

Student Programs Office Hours: 8:00 a.m. - 7:00 p.m. Monday-Thursday, 8:00 a.m. - 5:00 p.m. Friday. Closed weekends and holidays.

For additional information or to request an application, send an email to either asgpres@bellevuecollege.edu, asgchief@Bellevuecollege.edu or call 425-564-2295.