

SAT Application

Return to the Student Life and Involvement Center room 101 in the Student Center or email your application to jessica.ramirez@centralia.edu by:
4:00 pm, May 12th



Interviews begin the week of May 15.
Good luck and thank you for your interest in the Centralia College SAT!
Centralia College complies with EEOC guidelines.



2017-18 Student Activities Team (SAT) Procedures

SAT positions are awarded on a basis of merit to individuals who are currently enrolled or will be enrolled at Centralia College in the 2017-18 academic year. SAT members should have a demonstrated interest in student leadership and ability to speak in public. There are currently five positions open for the 2017-2018 school year.

SAT members for the 2017-18 academic year must be enrolled at Centralia College in the Fall of 2017, enrolled in at least 6 credits and maintain a 2.0 quarterly GPA and a cumulative 2.5 while a member of the SAT. This position involves 6-15 hours per week. Members of SAT will be paid an hourly rate.

In order to affirm your nomination and to meet requirements of the SAT, it is necessary that you:

1. Submit the application to be a member of the SAT. Make sure it is complete and is legible.
2. Complete and sign the "Essay" in which you should analyze, in 350 words or less, the role student activities should play on the campus.
3. Using the enclosed forms titled "SAT reference form" secure two references.
4. **Return all items to the Student Life and Involvement Center by May 12th at 4:00pm.**

Once all of the above is completed, the interview process will include:

- Individual Interviews which will begin the week of May 15th. During individual interviews you will need to prepare a presentation on an event you would like to bring on campus, how it will meet student needs and how you would advertise the event. You will receive 5 minutes for the presentation.
- Applicants may be asked to participate in a group interview - scheduled TBD. Please be on time for your interview and dress comfortably.

I look forward to meeting you. Please call if you have any questions. You can reach me at 360-632-8586

Sincerely,

Jessica Ramirez
Student Engagement Specialist
jessica.ramirez@centralia.edu

SAT Positions and Responsibilities
All Student Activities Team members report to:
Student Engagement Specialist
and
Director of Student Life and Involvement Center

All coordinators on the SAT work together on events that provide social, cultural, recreational and educational opportunities for Centralia College students and community. Although individuals may coordinate, or “lead” specific activities or events, all members are expected to help one another and have an invested interest and commitment to ALL SAT activities.

**If selected to be a member of the SAT, positions will be selected and assigned during the first week of training.

Entertainment Coordinator

PURPOSE: To provide a variety of special events and entertainment programs at Centralia College. These events are meant to entertain and educate students on topics or genres that they may not normally be exposed to. Programs could include, but are not limited to: Comedians, Animal Petting Zoos, Game and Group Activities, Magicians, Hypnotists, Musicians, Campus Film Series, Ice Cream Social, Coffeehouse Series, M.A.D. Week (Music, Art & Drama).

Health and Wellness Coordinator

PURPOSE: To educate students on a variety of health and wellness topics. Activities may include, but are not limited to: Healthy Speaker Series/Lectures, Healthy Life Style Choices Promotion, Coordinate National Collegiate Alcohol Awareness Week, Health Workshops/Classes around Yoga, Zumba, CPR/ First Aid or Self Defense, Drug Free Awareness, HIV/AIDs awareness, Substance Abuse Prevention, Health Fair, Relaxation Fair, Alternative Spring Break, Health Concerns, and Blood Drives.

Social/Cultural Issues Coordinator

PURPOSE: To educate the campus community about social issues and provide activities which promote cultural awareness and social justice. Coordinator should promote lectures and events that may include but are not limited to: Disability Awareness, Latino Heritage Awareness, Native American Awareness, Black History, Chinese New Year, Gay/Lesbian/Bisexual/ Transgender/Asexual Issues, National Coming Out Day, Women’s History Month, Asian Pacific Islander Awareness, Abuse- of any kinds, Domestic Violence Awareness, Crime Prevention, Community Service, Campus Safety, Environmental Issues, Human Rights, Worlds Foods day, etc.

Recreation and School Spirit Coordinator

PURPOSE: To provide a variety of programs for Centralia College students and community members which encourage participation in fun, safe, activities while incorporating programs and events that are creating and maintaining school pride. Events may include, but are not limited to: intramural tournaments, ACUI recreation tournaments, laser tag, bowling nights, indoor activities, tailgate “parties” before Blazer athletic events, Coaches Vs Cancer, group rate tickets to events (Mariners & Sounders) and Blazer Fest.

Special Events and Family Coordinator

PURPOSE: To coordinate and implement programming with a focus on family friendly events for CC Students, siblings, significant others, children and parents. These events may include but are not limited to: Welcome Week, Halloweek, Spring Fest, Earth Week, Student/Faculty Appreciation Day, Volley for the Cure, Movie nights, Field Trips to Museums.

****More detailed information about each position can be provided by the Student Life Office.**

All members must attend scheduled weekly SAT meetings and hold office hours. Each individual is responsible for notifying the Student Engagement Specialist or Director of Student Life if they will miss work for ANY reason. No more than two unexcused absences will be permitted. Any member of the board exceeding the limit of two unexcused absences will be placed on probation. After notice of probation, one more absence will lead to dismissal from the SAT.

All members will work with the radio station to promote events sponsored by the SAT and coordinate news releases with the College Information Office for the local news media. They will coordinate other creative forms of promotion for events. Members are expected to “post” fliers on campus bulletin boards in assigned buildings. The expectation is that this happens at least once a week, if not more often. The team will work together to see that all students are aware of events.

STUDENT ACTIVITIES TEAM GUIDELINES

I. Purpose

Provide and promote social, cultural, recreational and educational programs and events for the campus community.

II. Selection of Members

a. Applications

- i. Complete application and return to the Student Programs office.
- ii. All applicants will be interviewed and selected upon their interest and qualifications for the position.
- iii. Applications will be reviewed during the spring quarter of each year.
- iv. All positions shall be open for application each year. Students seeking reappointment or another position must reapply each year.
- v. Selection will be determined by a committee of students and staff. This committee will recommend to the ASCC Student Government to hire individuals for the positions.

b. Eligibility

- i. Each member must have a college cumulative grade point average of at least 2.50, a quarterly grade point average of 2.00, and completion of 6 credits for the quarter previous to appointment.
- ii. A member of the SAT cannot be a member of the ASCC Student Government.
- iii. A member of the SAT cannot hold an additional job on campus.

c. Salary

- i. Each member will be processed on a timesheet at an hourly rate determined by the Student Job Center Coordinator. Hours will vary from 6-15 a week depending on the students schedule and eligibility.

III. Term, Vacancies and Removal

a. Term

- i. All members of the SAT shall serve a one year term commencing on the end of the academic year.

b. Vacancies

- i. Any position on the team that becomes vacant prior to the beginning of fall quarter, shall be opened up and applicants will go through the formal hiring process.
- ii. Any position on the team that becomes vacant after fall quarter shall remain vacant for the duration of the year depending on the needs of the team.

c. Removal from Position

- i. The Director of Student Life and the Student Activities Advisor may remove an individual from the SAT for any of the following reasons:

1. S/He has 2 absences from regularly scheduled meetings during a quarter
2. S/He has 2 unexcused absences from a SAT planned event/program
3. S/He has failed to fulfill the duties as described in this constitution
4. S/He has misappropriated funds, services, or privileges associated with the SAT and/or Centralia College
5. S/He does not maintain good academic standing
 - a. If a member of the SAT does not maintain good academic standing, S/He will be placed on probation; office hours, eligibility and participation in events/retreats/conferences will be determined by the Director of Student Life and the Student Activities Advisor.
6. S/He represents the College in a negative way during a sponsored event, on or off campus. This pertains to but is not limited to alcohol/drug use or other inappropriate behavior.

IV. Responsibilities of SAT

- a. Promote a productive and effective working relationship and environment by supporting programs with attendance, offering feedback, and volunteering to help with other programs.
- b. Keep a clean and orderly work area.
- c. Maintain regular office hours each week during the hours of 8am-5pm Monday through Friday. Office hours will not be allowed to be held all in one day.
- d. Maintain a minimum of 6 hours per week and no more than 15 hours per week.
- e. Attend all SAT meetings.
 - i. Planned absences must be cleared with the Student Activities Advisor in advance. In case of emergencies, it is the responsibility of the team members to notify the Student Activities Advisor as soon as possible.
 - ii. No more than two unexcused absences will be permitted. Any member of the board exceeding the limit of two unexcused absences will be placed on probation. After notice of probation, one more absence will lead to dismissal from the SAT.
- f. Assist the Student Programs Advisor in preparing annual budget.
- g. Meet regularly with the Student Activities Advisor.
- h. Continually familiarize yourself with events throughout Student Programs.
- i. Attend Inter Club Council meetings.
- j. Attend all SLIC sponsored leadership trainings, retreats and conferences.
- k. Members of the SAT will be required to act as ambassadors of the college and participate as college representatives at selected activities and events arranged by the Director of Student Life and/or the Student Activities Advisor.
- l. Other duties as requested by the Director of Student Life and the Student Activities Advisor.

V. Meetings

- a. Regular meetings of the SAT shall be held weekly during fall, winter and spring quarters.
- b. The SAT will meet as often as necessary to fulfill its purposes and responsibilities, with a minimum of one meeting every week of the school year (fall, winter and spring quarters).
- c. Before each quarter the SAT will collectively decide on weekly meeting dates and times.
- d. SAT meetings give members an opportunity to brainstorm ideas for events and activities, to discuss problems, and to utilize the combined resources to arrive at solutions. SAT members report on their own individual programs and may be asked to participate outside the scope of their own area and to assist other members to plan and/or implement programs requiring more than one member's time and energy.

VI. General Duties of Student Activities Team

- a. Coordinate events within assigned area of focus.
- b. Follow all posting policies when posting promotional materials.
- c. Engage and invite students to attend all SAT events through multiple media and promotional means.
- d. Initiate, plan and develop activities soliciting input from the campus and community. Negotiate dates/times and price time of the event with respective agents and performers in coordination with the Student Engagement Specialist.
- e. Plan and promote students activities and events that may involve administration, faculty, and staff on campus and encourage participation from these appropriate offices/agencies at minimum of 2 weeks before date of event.
- f. Responsible for the removal of any promotion within two (2) business days following event.
- g. Ensure that all necessary paperwork for each event has been processed through the department within communicated deadlines from advisor.
- h. Complete an evaluation for each event by the next SAT weekly meeting
- i. Mail thank you letters and any other items needed to finalize the event or activity.
- j. Maintain detailed records in the SLIC office and the SAT Shared Drive of all activities and events.
- k. Greet performers, introduce the event or activity, and ensure staffing needs are met at all events hosted by SAT.
- l. Ensure that the Student Life and Involvement Center is aware of all details of events and activities as they arise.
- m. Serve a minimum of six (6) hours and no more than a maximum of fifteen (15), with two (2) hours being served in our weekly meeting.
- n. Attend off-campus overnight leadership retreats and training sessions.
- o. Meeting regularly with advisor.

VII. Communication

- a. Students are required to use their CC email for all business and correspondence.
 - i. You may not use your personal email for work related correspondence
- b. Checks email, voicemail and texts at least one time per day
- c. Use Outlook Calendar system to coordinate schedule: classes, events, and activities

VIII. Conduct

As official representatives of Centralia College, SAT members will conduct themselves properly and lawfully at all times. Members will abide by the Code of Students Rights and Responsibilities. Failure to do so could result in removal from the Team.

2017-2018 SAT Training and Events
Dates are subject to change

- May 31** ASCC Recognition Night 5:30 pm in Centralia College Cafeteria
You will be taking the oath of office.
- June 16** CC Graduation Reception, you will help serve refreshments.
- Aug 14 – Aug 31** As soon as I receive everyone's summer schedules I will let you know which days you need to be available.
- Sept. 6-8** Community College Leadership Training in Pasco, WA
- Sept. 11-13** Plan on being available for on campus training and preparing for CC 101 during the month of September.
- Sept. 14 & 15** Centralia College 101, plan on being available all day on both days. You will need to be available to assist and lead a session on campus involvement, be a team leader and give tours. If you are a new student, you should sign up for CC101 and take the class.
- Nov. 9-12** NACA (National Association for Campus Activities) West Regional Conference in Reno, NV

All expenses to Pasco and Reno are paid for. You will be paid on an hourly rate for all other training that takes place before school starts.

2017-2018 SAT Application

Please provide the SAT Interview Committee with the following information. The questions that follow are designed to collect information about your background, your interests and your plans. Your answers to these questions will be rated during the interview process. Please return your application to the **Student Life and Involvement Center by e-mail or in person by May 12th at 4:00pm.**

Name- First: _____ Last: _____ Middle Initial: _____

Date of Birth: ____/____/____ Student Identification Number: _____

Address: _____

Telephone: Home _____ Cell _____ Email _____

How long have you attended Centralia College? _____ Major or field of study? _____

How many credits are you currently taking this quarter? _____ Next quarter? _____

High school attended? _____ Year graduated: _____

High school or Current College GPA: _____

Are you currently or have you ever served on an ASCC campus committee?

Yes ___ No ___ Year _____ If yes, which? _____

Are you currently or have you ever been involved in any ASCC club?

Yes ___ No ___ Year _____ If yes, explain: _____

Work Experience

List jobs (including summer employment) you have held in the last two years, and what your role in this position has been.

Employer or Organization: _____

Address: _____

Supervisor or Contact Person: _____

Phone Number: _____

Your Title: _____

Description of your duties: _____

Dates of Employment: _____ to _____

Reason for Leaving: _____

Employer or Organization: _____

Address: _____

Supervisor or Contact Person: _____

Phone Number: _____

Your Title: _____

Description of your duties: _____

Dates of Employment: _____ to _____

Reason for Leaving: _____

Employer or Organization: _____

Address: _____

Supervisor or Contact Person: _____

Phone Number: _____

Your Title: _____

Description of your duties: _____

Dates of Employment: _____ to _____

Reason for Leaving: _____

Do you plan on being employed during the 2016-2017 school year? _____

If so, how many hours a week do you plan on working outside of this position? _____

Functional Experience and Past Leadership Experience

- List activities, school or non-school related in which you have been involved in and your involvement was with those activities.

Programming and Speaking Experience

- Why do you want to be a member of the Student Activities Team (SAT)?
- Briefly describe your event planning experience.
- Briefly describe your public speaking experience.
- Describe your experience working on a team and what your concept of team work is.
- What types of events would you be interested in planning?

Essay

In 350 words or less, analyze the role student activities should play on the campus. This essay should reflect experiences from your life, opinions you have developed and reasons supporting these opinions.

References

Please, provide two reference forms from non-relatives.