

Centralia College

Student Activities Team (SAT) Application



Application deadline: April 27<sup>th</sup> or until positions filled – submit application to Student Life and Involvement Center in TAC 137 or email application to *Jessica Ramirez* at [jessica.ramirez@centralia.edu](mailto:jessica.ramirez@centralia.edu)

Period of employment: August 20, 2018 – June 14, 2019

# Student Activities Team

## Application Checklist

### Student Activities Team (SAT) Application Checklist

- Complete SAT application
- Resume
- Two (2) letters of recommendation
- Essay question answered
- Unofficial copy of your Centralia College transcript. The transcript must include all quarters complete prior to the application deadline.
- Spring Quarter class schedule
- Sign up for an interview at the Student Life front desk (after you turn in your application)

### Application Deadline:

- Friday, April 27<sup>th</sup>, 2018 or until position is filled
- Return application to Student Life in TransAlta Commons (TAC 137)

### Interview:

- Individual Interviews which will begin the week of April 30<sup>th</sup>. Students will receive a 30 minute time slot.
- **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.

### Questions:

- Contact Jessica Ramirez at [jessica.ramirez@centralia.edu](mailto:jessica.ramirez@centralia.edu)

# Student Activities Team

## Position Description

**Position:** Student Activities Team Coordinator

**Division:** Student Life | **Reports to:** Student Engagement Specialist

### What is SAT?

Student Activities Team is committed to establish student driven programs and events that meet our students' diverse needs. Our goal is to have at least one cultural, educational, health and wellness, entertainment, and family event per quarter.

SAT provides students with the opportunity to become involved in planning, promoting, implementing and assessing events. We present opportunities for students to learn, grow and develop into quality leaders.

### Qualifications

1. Be enrolled at Centralia College with a minimum of 6 credits.
2. Be in good disciplinary standing with the college.
3. Have and maintain a cumulative & quarterly grade point average of 2.5 or higher.
4. Experience (volunteer or paid): working in a team environment, organizing events and collaborating with groups.
5. Must completely fill out all parts of the SAT application in blue or black ink.

### Positions Available/ Descriptions

Activities will work approximately 15 hours per week

The responsibilities of the Student Activities Team (SAT):

- Initiate and coordinate student activities;
- Select, schedule and implement SAT – sponsored events;
- Provide opportunities for individual leadership development and for group participation;
- Plan, organize, budget and facilitate 3 events each quarter
- Track event attendance and administer event evaluations;
- Assist with quarterly ASCC & SAT Welcome Week event and activities
- Work as a team to schedule vendors and performs for Spring Fest;
- Attend designated weekly team meetings and 1:1 meetings with Student Engagement Specialist
- Maintain academic eligibility;
- Affirm and support the Centralia College Mission and Vision statement.
- Attend all SLIC sponsored leadership trainings, retreats and conferences.
- Members of the SAT will be required to participate as college representatives at selected activities and events arranged by Director of Student Life and/or Student Engagement Specialist
- Other duties as requested by Director of Student Life and the Student Engagement Specialist

### Compensation:

- You will be paid \$11.75 and in Jan. 2019 \$12 an hour
- Office hours will be held Monday – Friday 8:00 am – 5: 00 pm and flex with evening events

### Commitment Dates:

May 31, 2018

Recognition Night

June 15, 2018

Graduation Reception

August 20 – 23, 2018

Training with Student Government

August 27 – 30, 2018

SAT training

Sept. 5-7, 2018

Student Leadership Conference in Olympia, WA (overnight trip)

Sept. 10-13, 2018

Additional training days

Sept. 14, 2018

Blazer Welcome Day

Sept. 17, 2018

First day of Fall Qt.

Nov. 8 – 11, 2018

NACA West, Ontario, CA (overnight trip)

# Student Activities Team

## Application

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ SID#: \_\_\_\_\_

Credit Hours for Fall Quarter: \_\_\_\_\_ Major Area of Study: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

### Prior work or volunteer experience:

*Please begin with your most recent experience.*

**Employer or Organization:** \_\_\_\_\_

Date of employment: \_\_\_\_\_ to \_\_\_\_\_ Your title: \_\_\_\_\_

Description of your duties:

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Reason for leaving:

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**Employer or Organization:** \_\_\_\_\_

Date of employment: \_\_\_\_\_ to \_\_\_\_\_ Your title: \_\_\_\_\_

Description of your duties:

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Reason for leaving:

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**Employer or Organization:** \_\_\_\_\_

Date of employment: \_\_\_\_\_ to \_\_\_\_\_ Your title: \_\_\_\_\_

Description of your duties:

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Reason for leaving:

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**Professional references:**

*Please list individual who have firsthand knowledge of your skills and abilities.*

<b>Name, Title, &amp; Employer/Company</b>	
Telephone:	Email:

<b>Name, Position &amp; Employer/Company</b>	
Telephone:	Email:

**Please list any campus or community activities you are involved with.**

Example: clubs, organizations, community service, etc. Please list the most recent items first.

<b>Organization/Activity</b>	<b>Position</b>	<b>Dates</b>

Do you have any other commitments during the 2018-2019 academic year?

Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

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Please answer the following questions: minimum of 350 words, maximum of 500 words.

Analyze the role student activities should play on community college campus?

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

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Applicant's Signature

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Date