2016 - 2017 ASPCC Leadership Application
Campus Affairs Team

Please check the position(s) you wish to apply for. Below the position is a summary of some of the responsibilities of that position.

- **Student Body President – 20 hours/week**
The Student Body President is responsible for facilitating the Monday meetings, creating the weekly agendas, attending the District Student Council as well as other selected committees.

- **Student Body Vice President - 10 hours/week**
The Student Body Vice President is responsible for keeping records for the Student Congress, assisting the Student Body President with goals and projects, as well as helping with efforts to sustain the WRC Canteen.

- **Media Specialist - 15 hours/week**
The Media Specialist is responsible for creating and distributing promotional materials.

*Much of what these leadership positions entail is up to the individual holding the position. They are open to creativity and originality.*

**Criteria**

- Willingness to learn new skills
- Ability to work as a team
- Ability to commit and follow through with responsibilities
- Strong communication skills
- Ability to resolve issues and adapt to a variety of situations
- Leadership ability or potential
- Prior Experience

**Application Information**

Name: ____________________________ Home Phone: ____________________________
Address: ____________________________ City and Zip: ____________________________
Number of hours each quarter: ____ G#: ____________________________ Cell Phone: __________
PCC Email address: ____________________________ Current GPA: ______ Fin. Aid (Y/N): ______

**Application due date: April 22, 2016 by 5:00 pm**

*All application materials need to be turned into Loretta Dike: email or in-person to Building 5, Student Resource Desk, aspcc.rc@pcc.edu*

*Incomplete applications WILL NOT be considered.*
Questions, Summary and References:

Please include with this application your résumé, two letters of reference, as well as your answers to the questions below.

References - The letters can be from a former employer or an instructor.

Questions - Please answer all questions with specific, complete answers.

1. Why did you decide to apply for a leadership position? Why did you choose the positions that you did?

2. Name the elements of an effective meeting. Name the elements of effective meeting minutes.

3. What campus based issues matter to students at PCC? Why?

*If you are applying for just the Media Specialist position, answer questions 4 & 5 in place of 2 & 3. If you are applying for the Media Specialist position in addition to another position under Campus Affairs, answer all the questions.

4. What are effective ways to promote resources, events, activities, etc., that ASPCC may offer? What are good marketing strategies?

5. Describe any experience you may have had in creating promotional materials. Was your promotion a success? If so, why was it successful? If not, why did it fail? What would you do differently if given the opportunity?

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**2016 - 2017 ASPCC Student Leadership Team**

**Mission:** This organization, the Associated Students of Portland Community College (ASPCC) is dedicated to enriching the lives of Rock Creek Students while striving to maintain a productive relationship with staff, faculty, our district and community. ASPCC represents and serves all students of the Rock Creek Campus and will therefore design activities, events, policies and programs directed toward meeting this goal. Our mission is to improve and promote student interest.

**Mandatory Events & Trainings:**

**Weekly ASPCC Congress Meeting:**
ASPCC members are required to attend the Student Congress Meetings that are held every Monday from 3:30pm to 5pm. (Student Congress Meetings are not held the first and last week of the term.)

**ASPCC Monthly Meeting:**
Every first Monday of each month, ASPCC will hold an ASPCC Exclusive Meeting from 5pm to 6pm after the Student Congress Meeting.

**ASPCC Student Leadership Training Dates:**
May 2 - 6
May 14
May 27
June 3 / 9am – 12 noon
June 6 / 3:30 - 5 pm
June 10 / 9am – 1pm
June 15
June 17
August 22/ 9 am - 4 pm
August 23 / 8am - 5pm
August 22 - September 11
August 30 - September 1
September 6 - 8
September 20th / 8 am – 12 noon
September 26
October 26th
January 6th
April 25th

- Interviews
- Second round of interviews - group
- Positions announced
- DSC Transitions Meeting (President Only)
- Transition meeting
- New Team Orientation
- DSC Officer Orientation
- DSC Group Meetings (Programmers, Leg, Pres)
- On-campus training (D2L Orientation & Title IX)
- Social Justice Training
- On-line training (own schedule with weekly deadlines)
- District ASPCC training (overnight)
- RC Student Leadership Retreat (overnight)
- RC In-service
- School starts
- In Service/Training
- Winter Retreat
- In Service/Training
ASPCC Shared Leadership Blanket Statements

Blanket Statements are responsibilities that apply to all ASPCC official members. They consist of the following:

b. Maintain a good standing with the college.
c. Must advocate for student rights and for the best of student interest.
d. Must maintain a cumulative Grade Point Average of 2.0 and a number of 6 credit hours at the Rock Creek Campus during the academic year.
e. Every ASPCC member is required to attend at least one committee with the exception of club representatives.
f. Help other student leaders with projects and events as available.
g. Each department is responsible for any content they post on their corresponding social media.
h. Each department and individual member is responsible to label, maintain, and organize his or her belongings within the storage room.
i. All official voting members must serve as an active voting member of the Student Congress.
j. All ASPCC Members must prepare and monitor their department’s budget.
k. Must assist in hiring personnel to fulfill ASPCC positions in accordance to the Hiring Committee guidelines.
l. Develop and monitor annual budgets for ASPCC expenditures.
m. Must contribute information to the ASPCC newsletter, or its equivalent, as available.
n. Abide by ASPCC yearly guidelines.

For more information about ASPCC, visit: www.pcc.edu/aspcc