



Appointed Council Member Candidate Packet 2017-18

Appointment Process

The Associated Students of Central Oregon Community College (ASCOCC) is comprised of at least six ASCOCC Council Officers; the student body elects three council members before the end of the spring term and an Appointment Committee appoints the remaining positions. (See Article IX of the ASCOCC Constitution).

Article IX. Appointment Committee

Section 1. Purpose

An Appointment Committee shall serve to appoint the appointed or replacement Council members, and the at-large student representatives to the Student Budget Committee.

Section 2. Membership

The Appointment Committee shall consist of elected ASOCCC Council Members and two COCC faculty or staff, as appointed by the College President (or designee). The ASCOCC Advisor shall serve as the advisor and a non-voting member.

Grievances regarding the appointment process may be submitted to the Director of Student Life who shall be responsible for facilitating resolution.

Available Positions

**Individual candidates must choose one (1) position.

Finance Coordinator – 12 hour/week commitment:

\$528 per month

Term begins July 1, 2017

- Assists the President with annual budget planning process
- Reconcile ASCOCC accounts on a monthly basis

- Process and manage monthly payroll
- Perform a monthly audit report and retain fiscal oversight of ASCOCC accounts
- Coordinate Student Organization and program funding with Student Affairs Coordinator

Public Relations and Events Coordinator – 10 hour/week commitment:

\$440 per month

Term begins September 1, 2017

- Coordinate the monthly newsletter and press releases
- Update the ASCOCC website, social media, and Blackboard
- Manages Thanksgiving food drive
- Coordinate social media campaigns and community outreach
- Completion of class raps for entry-level courses to educate students on ASCOCC functions
- Organizes minimum of one large event per term on or off campus
- Coordinates ASCOCC Bend campus involvement with Bobcat Orientation, Jump Start, Stress Free Finals, Meals for Miles, and partners with appropriate student organizations to sponsor campus blood drives.

Branch Campus Coordinator – 10 hour/week commitment:

\$440 per month

Term begins September 1, 2017

- Organizes events and programs for branch campus students
- Coordinates ASCOCC involvement with Bobcat Orientation, Jump Start, and Stress Free Finals
- Holds office hours and organizes council members to visit the campus locations once per term.
- Works to provide equity for all initiatives for branch campuses including student organizations, voter registration campaigns, food bank distribution, events and services

Coordinator – 8 hour/week commitment:

\$352 per month

Term begins September 1, 2017

- Work on at least one project at all times, with a completed action plan, that serves the needs of students
- Establishes at least four office hours per week in order to make progress on projects, emails, committee tasks, and meetings
- Serve on at least two college standing committees for the purpose of serving as a voice of the students
- Report back to council with committee meeting summary and project action plan updates

Coordinator – 8 hour/week commitment:

\$352 per month

Term begins September 1, 2017

- Work on at least one project at all times, with a completed action plan, that serves the needs of students
- Establishes at least four office hours per week in order to make progress on projects, emails, committee tasks, and meetings
- Serve on at least two college standing committees for the purpose of serving as a voice of the students
- Report back to council with committee meeting summary and project action plan updates

Office Coordinator – 4 hour/week commitment:

\$176 per month

Term begins September 1, 2017

- Support ASCOCC with daily operations and procedures
- Coordinate and maintain office supplies
- Manages the Bend food bank

Am I eligible to apply?

Applicants must maintain a minimum six (6) COCC credits throughout each term in which they serve as a Council member. Council members serving during *summer* term must be enrolled in at least one COCC course of three credits (3) or more.

Applicants must have a minimum COCC cumulative 2.0 grade point average to run for or be appointed to office.

Criminal background checks will be conducted on all (elected and appointed) eligible candidates in accordance with COCC policy. Candidates will receive criminal background check procedures upon submission of application packet. Final candidacy will be contingent upon passing criminal background check.

All applicant requirements will be verified by the Director of Student Life prior to elections.

Failure to meet any of these position requirements will result in disqualification of the application for election.

How do I apply?

This information will be used on the ASCOCC website, The Broadside and BlackBoard for students to review your qualifications for the election.

1. Apply Online:

Applications for elected positions must be submitted through PeopleAdmin (<https://jobs.cocc.edu>), click ‘Federal Work-Study Positions’ (NOTE: these positions do not

require that you have federal work-study) and apply for one of the positions listed above (President, Legislative Coordinator, Student Affairs Coordinator).

Applications are due by 4:00pm on Friday, May 19, 2017

2. Reference Worksheet (Attached):

One reference worksheet must be completed by a current COCC staff, faculty or student. A second form is optional and may be completed by anyone. This form must be attached and submitted with your online application (step 1).

Appointment Schedule

Schedule is subject to change.

April 3	Applications Available Online
May 19	Applications Due by 4:00pm (https://jobs.cocc.edu)
May 29-June 8	Candidate Interviews
June 9	Appointment Committee Announces 2017-18 Appointment Council Slate'
May 15-19	Elections Facilitated through Blackboard May 15, 12:00am – May 19, 11:59pm
May 22	Candidates Notified of Results
June 9	2017-18 ASCOCC Council Confirmed by COCC President



Reference Worksheet

Applicant Name: _____

The above named person is applying to be an ASCOCC Student Council position. The information in this reference may be shared with the Central Oregon Community College student body. Your honest appraisal will play an important role in his/her application and/or election.

Would you like to remain anonymous in relation to any postings of this reference?

Your Information:

Name: _____ Today's Date: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please rate this person by checking as many items as apply under each of the following headings:

INTEGRITY AND HONESTY

- Exceptionally trustworthy
- Honest and forthright
- Often unreliable
- Of doubtful integrity
- Follows through with commitments & decisions
- No opportunity to observe

EMOTIONAL STABILITY

- Well-balanced and controlled
- Handles stress very well
- Somewhat overemotional
- Inclined to be apathetic
- Frequently depressed or discouraged
- No opportunity to observe

SOCIAL ACCEPTABILITY

- Well-liked by others
- Has a network of close relationships
- Tolerated by others
- Often disliked by others
- No opportunity to observe

ADAPTIBILITY

- Adjusts well to unusual circumstances
- Usually adjusts to change
- Slow in adjustment to change
- Unable to cope with new situations
- No opportunity to observe

INTELLIGENCE

- Exceptionally inquiring mind
- Good breadth of interest
- Tends to be a passive learner
- Learns and thinks slowly
- Fails to apply knowledge
- Below average alertness
- No opportunity to observe

FRIENDLINESS

- Usually friendly
- Quiet or shy
- Cliquish
- Generally aloof
- Easily offended
- Often Sullen
- No opportunity to observe

TEAMWORK

- Works well with others
- Seeks to dominate
- Seldom cooperative with others
- Often causes friction
- Handles conflict appropriately
- No opportunity to observe

INITIATIVE

- Actively creative
- Frequently initiates
- Generally conforms
- Seldom initiates
- Depends on others unduly
- No opportunity to observe

SOCIAL RESPONSIBILITIES

- Very alert to others' needs
- Consistently considerate of others
- Usually understanding and courteous
- Slow to sense how others feel
- Somewhat impatient with others
- Often thinks only of self
- No opportunity to observe

WORKMANSHIP

- Outstanding workmanship
- Good workmanship
- Usually satisfactory workmanship
- Takes responsibility for mistakes
- Uneven quality in work
- Most work poorly done
- No opportunity to observe

EXPRESSION OF FEELING

- Speaks well of others
- Tactful
- Non-argumentative
- Faultfinding
- No opportunity to observe

SELF DISCIPLINE

- Shows good self-discipline
- Perfectionist
- Often late for meetings
- Overindulges in hobby or recreation
- Avoids difficult tasks
- Does not control temper
- No opportunity to observe

SUBMISSION TO LEADERSHIP

- Submits to decisions he/she does not agree with
- Needs explanation for decisions he/she does not agree with
- Often vocalizes disapproval about leaders
- Undermines/challenges authority
- No opportunity to observe

FOLLOWING DIRECTIONS

- Works well under supervision
- Good follow-through with responsibilities
- Needs supervision to function adequately
- Receives constructive criticism well
- Sometimes completes assigned tasks
- Often disregards directions
- No opportunity to observe

JUDGMENT AND COMMON SENSE

- Displays outstanding judgment and sense
- Usually shows good judgement and sense
- Impulsive in making decisions
- Finds it difficult to make decisions
- Somewhat impractical
- No opportunity to observe

HOW DO YOU RATE THIS PERSONS POTENTIAL FOR STUDENT GOVERNMENT SERVICE?

- Exceptional
- Good
- Average
- Below Average

Any additional comments you wish to include:

Attach this form to your online application.

For more information about ASCOCC, visit www.cocc.edu/ascocc, or contact Tyler Hayes at 541-383-7256