



## Appointed Council Member Candidate Packet 2023-2024

### Appointment Process

The Associated Students of Central Oregon Community College (ASCOCC) is comprised of at least six ASCOCC Council Officers; In an effort to increase student engagement and interest and in response to the remote nature of our campuses, each council position will be selected through an appointment (interview) process coordinated through the COCC Student Affairs Committee for this selection cycle.

Applications for all ASCOCC positions must be submitted through PeopleAdmin (<https://jobs.cocc.edu>), click 'Temporary P/T positions' to locate the ASCOCC positions.

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 may apply for more than (1) position.

\*\*See Elected Council Member packet if interested in: President, Director of Legislative Affairs, and Director of Student Affairs

#### Director Financial Affairs - 12 hour/week commitment:

\$672 per month

Term begins July 1, 2023

- Assists the President with annual budget planning
- Acts as the conduit between ASCOCC and Fiscal Services
- Reconciles ASCOCC and student organization accounts on a monthly basis
- Processes and manages monthly payroll

- Performs a monthly audit report and retains fiscal oversight of ASCOCC accounts
- Informs and advises proposed budget decisions for both ASCOCC and Student Organization accounts
- Serves on Student Fee Committee as a representative for ASCOCC
- Coordinates student organization and program funding with the Director of Student Affairs

**Director of Student Affairs – 12 hour/week commitment:**

\$672 per month

Term begins Sept. 11, 2023

- Advocates for student organizations on campus in ASCOCC,
- Coordinate all student organizations including room reservations, flyer requests, accounts, maintaining and updating the student organizations manual, determining active and inactive student organizations on campus
- Works with clubs to develop and collaborate on events
- Ensures that ASCOCC maintains its support and presence in club spaces through regular meeting attendance
- Processes all paperwork submitted by clubs
- Serves as the ASCOCC rep. for the Student Affairs Committee
- Assumes all duties pertaining to the office of the president in the absence of the president and all other duties as delegated by the president

**Director Campus Affairs– 10 hour/week commitment:**

\$560 per month

Term begins September 11, 2023

- Organizes events and programs for branch campus students with the Director of Student Affairs
- Coordinates ASCOCC involvement with Bobcat Orientation, Welcome Week, and Stress Free Finals for branch campuses
- Coordinates the distribution and advertisement of main campus events to northern campuses
- Organizes council members to visit the campus locations once per term
- Works to provide equity for all initiatives for northern campuses including student organizations, voter registration campaigns, food bank distribution, events, and services
- Serves on a college standing committee for the purpose of serving as a voice of the students

**Internal Affairs Coordinator – 8 hour/week commitment:**

\$448 per month

Term begins September 11, 2023

- Updates the ASCOCC web page and online calendar
- Coordinates the monthly newsletter and press releases
- Coordinates with Student Life for event promotion and collaboration
- Establishes office hours every week
- Serves on a college standing committee for the purpose of serving as a voice for the students
- Takes notes for ASCOCC Council meetings

**External Affairs Coordinator – 8 hour/week commitment:**

\$448 per month

Term begins September 11, 2023

- Works in support of and in collaboration with the Director of Legislative Affairs
- Facilitates and manages off-campus groups/campaigns, in an effort to connect students with relevant local resources
- Helps raise campus-wide awareness of community resources
- Encourages and facilitates student engagement through volunteering opportunities
- Leads and facilitates ASCOCC events involving non-campus entities
- Coordinates campus improvement projects
- Establishes office hours every week
- Serves on a college standing committee for the purpose of serving as a voice of the students.

**Legislative Affairs Coordinator – 6 hour/week commitment:**

\$336 per month

Term begins Sept. 11, 2023

- Organizes and oversees student voter registration and voter education
- Advocates on behalf of student concerns and issues on a state and national level
- Works with students to identify campus-wide issues and concerns
- Tracks legislative actions and bills/measures that impact students on local, state, and national levels
- Develops voting education presentations, both historically relevant and recent developments
- Coordinates annual Oregon Council of Student Services Administrators' certification binder
- Serves on a college standing committee for the purpose of serving as a voice of the students

- Legislative connection to statewide student associations, COCC administration, COCC Board of Directors, local, state and national legislators

**Office Coordinator – 4 hour/week commitment:**

\$224 per month

Term begins September 11, 2023

- Organizes ASCOCC office, paperwork and events
- Organizes events and facilitates office hours for the team
- Establishes office hours every week
- Serves on a college standing committee for the purpose of serving as a voice of the students

**Redmond-Madras-Prineville Campus Liaisons (3 positions) 4 hour/week commitment:**

\$224 per month

Term begins September 11, 2023

- Informs and works with the Director of Campus Affairs
- Advocates for Branch campus student concerns, requests, and issues
- Plans, facilitates, and promotes on-campus and community events
- Advocates for campus improvement projects
- Coordinates campus and student vitality projects with Director of Campus Affairs
- Plans and supports ASCOCC events
- Maintains and updates ASCOCC content on campus
- Establishes regular office hours
- Coordinates Branch campus Community Cabinet
- Meets with the Director of Campus Affairs at least once a term

**Wickiup Hall Liason – 4 hour/week commitment:**

\$224 per month

Term begins September 11, 2023

- Advocates for Wickiup Hall residents' concerns and requests
- Plans and facilitate events on campus and in the residence hall as well as supporting ASCOCC events
- Establishes office hours every week
- Serves on a college standing committee for the purpose of serving as a voice of the students

## Am I eligible to apply?

Applicants must maintain a minimum of 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 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.

The Director of Student Life will verify all applicant requirements prior to elections.

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

## How do I apply?

1. **Apply Online:**

Applications for appointed positions must be submitted through PeopleAdmin (<https://jobs.cocc.edu>), click 'Temporary P/T positions and search 'ASCOCC'  
*Applications for appointed positions are due by 5:00pm on May 8, 2023*

2. **Reference Letter:**

Each candidate must submit at least (1) reference letter, with some positions requiring two. See requirements in job description. One letter must come from a COCC student and one from a COCC faculty or staff member. The optional letter may be completed by anyone. These must be attached and submitted with your online application (step 1).

## Appointment Schedule

Schedule is subject to change.

April 10	Applications Available Online
May 8	Applications Due by 5:00pm ( <a href="https://jobs.cocc.edu">https://jobs.cocc.edu</a> )
May 9-26	Candidate Interviews

- June** COCC Student Affairs Committee Announces 2022-2023 ASCOCC Council Officers
- Sept. 11-15** Required fall training for all council members

For more information about ASCOCC, visit [www.cocc.edu/ascocc](http://www.cocc.edu/ascocc), or contact Lindsay Buccafurni at [lbuccafurni@cocc.edu](mailto:lbuccafurni@cocc.edu)