

# Everett Community College Student LIFE

## JOB DESCRIPTION

<b>Job Title:</b>	Associated Student Body (ASB) Senator
<b>Responsible To:</b>	ASB Senate/Dean of Student Development (refer to ASB Constitution and By-Laws).
<b>Advisor:</b>	Dean of Student Development
<b>General Description:</b>	The ASB Senate is the student legislative body and student forum for the organization of the Associated Students. Self-elected student senators and Executive Council comprise the ASB Senate, which is chaired by the ASB President. ASB Senators are expected to be engaged and communicate with their fellow students, actively participate in and attend Senate/College Committees, be knowledgeable about ASB guiding documents, keep current on upcoming events/activities and collaboratively work at the ASB Town Hall or Snack and Chat info table.

### Specific Requirements:

As a member of the ASB Senate team you are responsible to:

- Adhere to all state policies, procedures and guidelines as directed by the Dean of Student Development. Communicate with other Student LIFE team members regarding Student/College issues and concerns
- Attend and actively participate in scheduled ASB Senate meetings
- Possess a willingness to work with other Senators in problem solving and decision-making to attain group goals/objectives
- Be open to learn and grow while acquiring Student Leadership Skills with on-the-job training and feedback
- Adhere to the dates listed on the ASB Senate Checklist and be knowledgeable about events
- Adhere to the leave of absence/tardiness policies/procedures outlined in the ASB Constitution.

As an ASB Senator you are responsible to:

- Attend a mandatory orientation (new senators) with the ASB Vice President of Administration to review ASB Senate “self-elect” packet and other related materials. Orientations must be completed prior to the first official Senate meeting as a voting member and to begin the hiring process.
- Follow prospective student senator process as outlined in ASB Constitution.
- Read and understand the contents of the Associated Student Body Constitution and by-laws, the Student Rights and Responsibilities, the ASB Financial Code, Student Technology Enhancement Fee (E-Tech) Financial Code, the Services & Activities (S&A) Fees Budget and the Green Fee Financial Code.
- Have a working knowledge of Parliamentary procedures.
- Communicate actively with and represent the students of Everett Community College regarding concerns/issues, policies, and procedures pertaining to the Associated Students.
- Check student email daily to obtain information and to be prepared for ASB Senate meetings.

- Must attend all scheduled meetings of the ASB Senate (five meetings each quarter—excluding summer quarter). (Refer to by-laws, Article III, Section 5 F to request a leave of absence).
- If a senator wishes to attend ASB Senate meetings online, they must actively participate and have their camera on. If senators cannot have their camera on they must let the ASB President and/or ASB VP of Administration know in advance of the Senate meeting.
- Serve, attend and actively participate at all meetings of at least one Appointment Review Committee or College Standing Committee as assigned by the ASB President. Prepare a written report of committee participation and activity for the ASB Senate meetings.
- Serve on, attend meetings and actively participate on at least one Senate Goal Committee and at least one Senate Standing Committee. Prepare a written report of committee participation and activity for the ASB Senate meetings.
- Work at a minimum of one ASB “Snack & Chat” Information Table or ASB Town Hall per quarter utilizing this opportunity to meet with and hear the ideas, issues and concerns of your fellow EvCC Students.
- Volunteer at Student LIFE and/or College events and activities as schedule permits or on an as needed basis
- Maintain and submit a TLR online timesheet by posted deadlines (twice per month) in order to be compensated for attendance at Senate bi-weekly meetings, Town Hall, ARC’s and Snack & Chat.
- Other duties as assigned by the ASB Executive Council.

**Minimum Requirements for Work:**

1. Candidates for this position must be enrolled in a minimum of five credit hours and have a cumulative grade point average of at least at least 2.5.
2. A current Senator must complete at least six hours of course work each quarter to maintain his/her position, and must maintain at least a 2.5 GPA each quarter.
3. If an ASB Senator does not maintain minimum requirements to hold position then the Dean of Student Development will evaluate and if deemed appropriate, a probationary period may be established (A probationary contract will be dated and signed). If requirements are not met during the established probationary period, the ASB Senator must vacate the position (Refer to ASB Constitution by-laws, Article III, Section 5A for job performance probationary period).

**Salary:**

This position is to be paid for attendance at Senate bi-weekly meetings and work at ASB “Snack & Chat” Information Table, ASB Town Hall and ARC’s per the current budget document.