



The Associated Students Council is **HIRING**  
for the position of  
**Student Governance Coordinator**  
15 hrs/week @ \$9.00/hr



All applicants must meet CCSF minimum requirements for employment:  
<http://www.ccsf.edu/NEW/en/about-city-college/jobs-at-ccsf/shep.html>

This job is for the academic year of 2011 – 2012

The Student Governance Coordinator position plays a critical role in helping students learn how CCSF governing bodies work and how they can participate. This position reports to the AS President.

### **Job Description**

- Understand and educate the student population on the CCSF Shared Governance process
- Cultivate a good working relationship with the CCSF Shared Governance Coordinator
- Monitor and maintain appointments and activity of student shared governance representatives and ensure the adherence of ASC Student Shared Governance policies
- Increase awareness of shared governance bodies and recruitment of student participation at all campuses
- Maintain shared governance bulletin boards and create publicity campaigns to increase awareness/participation
- Maintain organized records of the shared governance reports from student committee members and prepare weekly and monthly updates to the AS President
- Organize presentation of student shared governance appointments and reports at AS Council meetings
- Train shared governance student committee members in reporting and maintain contact with them
- Act as a student representative on the College Advisory Council committee

### **Desired Skills**

- Strong organization skills
- Can effectively communicate with students, faculty, staff, and administrators
- Ability to set priorities, accomplish objectives in a timely manner, and manage several projects at once
- Motivated self-starter

### **Requirements**

- Must be enrolled in at least 6 credit units or 12 positive non-credit units with a minimum 2.0 GPA
- Must be able to work 15 hours per week. Hours are flexible and can be adjusted to fit your schedule, but must be consistent

**Please submit this application with a resume and cover letter (preferably typed) to the Student Union Room 205 only. No late or emailed applications will be accepted.**

**DEADLINE: February 10, 2012 at 12pm to SU205**

**APPLICATION IS ON THE BACK OF THIS SHEET**

It is the policy of the City College of San Francisco and the Associated Students to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

# Application for Student Governance Coordinator 2011-2012

Last Name	First Name	<b>Availability: Fill in times you <b>ARE</b> available to work</b>					
			Mon	Tues	Wed	Thurs	Fri
Student ID #	GPA	8:00					
Street Address, City, State, Zip Code		9:00					
Phone number	Best times to call	10:00					
Email Address		11:00					
		12:00					
		1:00					
		2:00					
		3:00					
		4:00					
		5:00					
		6:00					

**Please briefly answer the following questions. If you feel you need more space, attach an extra page.**

- 1. Why are you interested in working as the Student Governance Coordinator?**
  
  
  
- 2. What unique qualities would you bring to the position?**
  
  
  
- 3. Why do you think shared governance is important?**
  
  
  
- 4. What past experiences show that you will be a good Student Governance Coordinator?**
  
  
  
- 5. What are some ideas you have to get more students engaged in shared governance?**

Return this application and a copy of your resume to Student Union Room 205 ONLY.  
**We will not accept any applications after the deadline: February 10, 2012 at 12pm**

Please contact AS President, Bobby Arenas, at [asc.rarenas@gmail.com](mailto:asc.rarenas@gmail.com) if you have any questions.