Community Engagement Officer Application

Applications are due April 5th by 5:00 pm. Interviews will start April 15th.

All applications should be handed in to the Department of Student Life
Library Annex 105A

What is a Community Engagement Officer?

Community Engagement Officers (CEOs) are a group of student leaders who are responsible for serving as ambassadors to incoming and first-year students within the Cascadia college community by providing information regarding campus resources, opportunities, and activities. CEOs participate in various recruitment and retention activities throughout the year, such as Cascadia Open Houses, Jumpstart Orientations, Transition Fairs, College Fairs, and by providing campus tours. CEOs work closely with both the Department of Enrollment Management and the Department of College Relations. CEOs also provide promotion and marketing assistance to events and activities sponsored by the Department of Student Life and all organizations within. These include Student Government, Cascadia Activities Board, student organizations, etc.

To keep all of these great things going it is important to have strong leaders.

Benefits of being a Community Engagement Officer include:

- Compensated position
- Academic year parking permit or priority registration
- Free shirts, meals, and lots of other goodies
- Getting to know students and members of other student organizations and campus departments
- Gain transferable skills including organization, communication, and event planning

Cascadia Activities Board Qualifications:

- High School Diploma or GED
- Must have a demonstrated interest in student leadership and promotion/marketing
- Must be in good academic standing (at least cumulative GPA of 2.5)
- Must be enrolled in at least 10 credits at Cascadia (upper-class standing highly preferred)
- Must be in good disciplinary standing
- Must have previous leadership experience
- Ability to work nights and some weekends, a flexible schedule will be important
- Self-motivated and able to work well independently
- Highly organized and creative
- Excellent communication and leadership skills
- Ability to motivate others
Community Engagement Officer
Application 2013-2014

Please turn in application ASAP to
Department of Student Life in Library Annex 105A
Applications are due April 5th by 5:00 pm. Interviews will start April 15th.

Please provide the CEO Interview Committee with the following information. You may create your own format, but it must be legible. The questions that follow are designed to collect information about your background, your interests, and your future plans.

Name: __________________________________________ Mailing Address: __________________________________________

Cell Phone #:_________________________ Email: __________________________________________

Kodiak ID #: __________________ Current GPA: __________________

Please place a check beside the position you are interested in (position selection will ultimately be decided by the interview committee based on best fit):

__ Community Engagement Coordinator (2 positions)
__ Community Engagement Coordinator – Graphic Arts (1 position)

Please attach your answers on a separate sheet to the following questions:

1. Please tell us why you are applying for a CEO position and what qualities you will bring to the role.
2. What skills do you hope to develop as a CEO student leader?
3. What do you believe is the most significant leadership experience you have held and what have you learned from this experience? What duty did you most like about this experience and what duty did you least like about this experience? Please relate why to this last question.
4. What are some promotion and marketing ideas you have around events and activities?
5. Please describe the most amazing activity or event that you have been a part of. Describe your participation in the event and what the planning and implementation process was like for you.

Resumes are required while cover letters are only encouraged.

Independent Evaluation:

Please provide two independent evaluations. One must be from a faculty member and the other must be from an individual (not from a family member or friend) who can attest to your character and ability to lead. See Independent Evaluation form.

You will be contacted if selected for an interview.

All candidates will be notified in person.

Interested? Questions? Please feel free to email...
Chad Disharoon, Director of Student Life at cdisharoon@cascadia.edu
or
Aaron Tuttle, Student Life Advisor at atuttle@cascadia.edu
INDEPENDENT EVALUATION OF APPLICANT

Name of Applicant ________________________________________________________

Last First

Instructions:

Each form should be completed by an individual, of the applicant’s choice, in each of the following categories. Please select only one category per individual. (Please check the appropriate space):

___ A current/former supervisor, advisor, or mentor who can discuss the applicant’s potential for leading students and who can attest to the applicant’s character.

___ A faculty member who can attest to the applicant’s academic and leadership potential.

The student named above has applied for consideration for the 2013-14 Community Engagement Officer (CEO) at Cascadia Community College. CEOs are a group of student leaders who are responsible for serving as ambassadors to incoming and first-year students within the Cascadia college community by providing information regarding campus resources, opportunities, and activities. They also provide marketing assistance to the Department of Student Life and act as a resource to student organizations. All CEO positions are compensated.

To assist in the interview process, the students and administration of the Department of Student Life would like your candid evaluation of this applicant's personal characteristics, potential for leadership, and motivation.

Your evaluation will become part of the applicant's confidential file, intended for use by the CEO Selection Committee.

Name: _________________________________________________________________

Title: __________________________________________________________________

Length of time you have known the applicant: ________________________________

In what capacity have you known applicant: _________________________________

Please use the other side of this form for your evaluation of the applicant or attach a separate letter of recommendation and return it to:

Chad Disharoon, Director of Student Life
Library Annex 105A
cdisharoon@cascadia.edu
INDEPENDENT EVALUATION OF APPLICANT

Name of Applicant ______________________________________________________

Last First

Instructions:

Each form should be completed by an individual, of the applicant’s choice, in each of the following categories. Please select only one category per individual. (Please check the appropriate space):

___ A current/former supervisor, advisor, or mentor who can discuss the applicant’s potential for leading students and who can attest to the applicant’s character.

___ A faculty member who can attest to the applicant’s academic and leadership potential.

The student named above has applied for consideration for the 2013-14 Community Engagement Officer (CEO) at Cascadia Community College. CEOS are a group of student leaders who are responsible for serving as ambassadors to incoming and first-year students within the Cascadia college community by providing information regarding campus resources, opportunities, and activities. They also provide marketing assistance to the Department of Student Life and act as a resource to student organizations. All CEO positions are compensated.

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Name: _________________________________________________________________

Title: __________________________________________________________________

Length of time you have known the applicant: ______________________________

In what capacity have you known applicant: ________________________________

Please use the other side of this form for your evaluation of the applicant or attach a separate letter of recommendation and return it to:

Chad Disharoon, Director of Student Life
Library Annex 105A
cdisharoon@cascadia.edu
Community Engagement Officer  
Department of Student Life  
2013-2014

Job Specifics:
- At most 15 hours per week at $9.93 per hour

Minimum Qualifications:
- High School Diploma or GED;
- Must have a demonstrated interest in student leadership and event planning;
- Ability to work nights and some weekends. A flexible schedule will be essential due to meeting schedules and event/program schedules during the academic year;
- Self-motivated and able to work independently with nominal supervision;
- Highly organized, strong time management skills and creative;
- Excellent communication and graphic design skills;
- Ability to motivate others;
- Ability to represent Student Life to other campus student organizations with which the Student Life program collaborates/cooperates;
- Appreciates and understands that professional boundaries should be maintained with student leaders and volunteers;
- In good disciplinary standing with the College when appointed and for the duration of the employment period;
- Must be in good academic standing (minimum cumulative GPA of 2.5 and for each quarter while employed);
- Must be enrolled in at least 10 credits each quarter while employed; and
- Must understand, support and articulate [through words and deeds] the Cascadia Mission Statement.

Length of Commitment:

Fall Quarter (Probationary Period)
- Begins: Thursday, August 29th
- Ends: Friday, December 20th

After successful completion of probationary period, then employment may be extended through Friday, June 30th, 2014.

Typically, employment period does not include fall break, winter break, and spring break; however, you occasionally may have to work over these periods of time. Time commitments to be aware of include:

- Student Life Fall Leadership Training (Monday, August 26th – Tuesday, September 23rd)  
  – You will typically work up to 40 hours a week during this timeframe
- NACA West (Thursday, November 14th – Sunday, November 17th)
- Student Life Winter Retreat (1st weekend in January)
- NACA Nationals (Saturday, February 15th – Wednesday, February 19th)

Position Reports to:

Director of Student Life & the Student Life Advisor
Expectations & Duties:

This position reports to the Director of Student Life and the Student Life Advisor, and will involve constant communication with other Student Life professional staff and student leaders.

The Community Engagement Officer is expected to attend all Student Life trainings, retreats, and meetings. The Community Engagement Officer will work closely with the rest of Student Life on Jumpstart Orientation, Cascadia Welcome Week activities, Commencement, and any other Student Life programming efforts.

The Community Engagement Officer is also responsible for these primary duties:

- Assist with the planning and implementation of Jumpstart Orientation;
- Provide tours of the campus throughout the year to prospective students;
- Assist with Cascadia campus event planning and implementation when needed;
- Assist with on and off campus recruitment efforts as organized by the Department of College Relations and the Department of Enrollment Management;
- Act as a peer mentor to an assigned group of new Cascadia students throughout their first academic year at Cascadia;
- Be responsible for developing marketing and advertising campaigns associated with all upcoming events and programs for the Department of Student Life and all organizations therein through social and print media;
- Research and implement outreach opportunities (such as screen savers, Facebook, event calendars, posters, webpages, weekly tabling, videos, buttons, A-frames, flyers, table tents, booklets, and other special publicity) with an emphasis on getting more students involved on campus;
- Create and update marketing material on a daily basis;
- Start advertising for events at least two (2) weeks prior to schedule events;
- Coordinate communication between the Department of Student Life and various media sources in regard to events in conjunction with the Director of Student Life and the Office of College Relations (i.e. newspapers, radio stations, television stations, etc.);
- Contact local businesses for corporate sponsorship when appropriate;
- Follow appropriate copyright guidelines and obtain permission for use of images and other materials;
- Provide printing services to student organizations and other prior approved areas as requested;
- Manage the Department of Student Life social media services: Facebook, YouTube, and My Kody Connection;
- Schedule and attend weekly meetings with the Director of Student Life and the Student Life Advisor;
- Collaborate with Student Government, student organizations, UWB Campus Events Board, other UWB programming entities, and community partners;
- Serve on committees on/off campus as appointed or requested by the Director of Student Life;
- Maintain at most fifteen (15) hours of work per week while ensuring that all work is completed;
- Schedule ten (10) hours of publicly posted office hours per week during each of the fall, winter, and spring quarters; exceptions are allowed during finals week, and in exceptional circumstances with 24-hour written notice;
- Represent Cascadia Community College in a positive and professional manner at all times, both on and off campus, while serving as a Community Engagement Officer;
- Uphold and honor the CCC and the Department of Student Life Mission Statements while serving as a Community Engagement Officer; and
- Complete other duties as assigned by the Director of Student Life and Student Life Advisor.
Weekly meetings with the Director of Student Life and the Student Life Advisor are expected as well as attendance at any other campus meetings, committees, or conferences that involve event planning. This position is responsible for notifying the Director of Student Life and the Student Life Advisor if they will miss work for ANY reason. No more than two unexcused absences will be permitted. Any student leader of Student Life exceeding the limit of two unexcused absences will be placed on probation. After notice of probation, one more absence will lead to dismissal from Student Life.

All student leaders in Student Life work together on events that provide social, cultural, recreational and educational opportunities for Cascadia students. Although individuals may coordinate, or “lead” specific activities or events, all student leaders are expected to help one another and have an invested interest and commitment to ALL Student Life activities.

All student leaders will coordinate other creative forms of promotion for events. Student leaders are expected to “post” advertising in assigned buildings. The expectation is that this happens at least once a week, if not more often. Student leaders will work together to see that all students are aware of events.

**Applications:**
Applications are available online via the Department of Student Life website or at the Student Life Office located in the Library Annex Building.

*Interested? Questions? Please feel free to email*
The Office of Student Life at studentprograms@cascadia.edu
Community Engagement Officer – Graphic Arts
Department of Student Life
2013-2014

Job Specifics:
• At most 15 hours per week at $10.76 per hour

Minimum Qualifications:
• High School Diploma or GED;
• Must have a demonstrated interest in student leadership and event planning;
• Ability to work nights and some weekends. A flexible schedule will be essential due to meeting schedules and event/program schedules during the academic year;
• Self-motivated and able to work independently with nominal supervision;
• Highly organized, strong time management skills and creative;
• Excellent communication and graphic design skills;
• Ability to motivate others;
• Ability to represent Student Life to other campus student organizations with which the Student Life program collaborates/cooperates;
• Appreciates and understands that professional boundaries should be maintained with student leaders and volunteers;
• In good disciplinary standing with the College when appointed and for the duration of the employment period;
• Must be in good academic standing (minimum cumulative GPA of 2.5 and for each quarter while employed);
• Must be enrolled in at least 10 credits each quarter while employed; and
• Must understand, support and articulate [through words and deeds] the Cascadia Mission Statement.

Length of Commitment:

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Expectations & Duties:

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The Community Engagement Officer – Graphic Arts is expected to attend all Student Life trainings, retreats, and meetings. The Community Engagement Officer – Graphic Arts will work closely with the rest of Student Life on Jumpstart Orientation, Cascadia Welcome Week activities, Commencement, and any other Student Life programming efforts.

The Community Engagement Officer – Graphic Arts is also responsible for these primary duties:

- Be experienced with Photoshop, InDesign, and other graphic software;
- Be responsible for designing all posters, logos, shirts, and other publicity for the Department of Student Life and their events;
- Assist with the planning and implementation of Jumpstart Orientation;
- Provide tours of the campus throughout the year to prospective students;
- Assist with Cascadia campus event planning and implementation when needed;
- Assist with on and off campus recruitment efforts as organized by the Department of College Relations and the Department of Enrollment Management;
- Act as a peer mentor to an assigned group of new Cascadia students throughout their first academic year at Cascadia;
- Work closely with Student Government, Cascadia Activities Board, student organizations, and UWB Student Life programming entities on publicity for all events;
- Produce special interest or educational workshops per request;
- Schedule and attend weekly meetings with the Director of Student Life and the Student Life Advisor;
- Serve on committees on/off campus as appointed or requested by the Director of Student Life;
- Maintain at most fifteen (15) hours of work per week while ensuring that all work is completed;
- Schedule ten (10) hours of publicly posted office hours per week during each of the fall, winter, and spring quarters; exceptions are allowed during finals week, and in exceptional circumstances with 24-hour written notice;
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