We encourage students of diverse backgrounds from ALL programs to apply!

HIRING FOR ACADEMIC YEAR 2012-13

POSITIONS AVAILABLE:
- Chicano/Hispanic/Latino Student Commissioner
- Asian American Student Commissioner
- African American Student Commissioner
- LGBTQ Student Commissioner
- Native American Student Commissioner

Hours: Minimum of 12 weekly office hours
Wage: $10.05 an hour

INFORMATION & APPLICATION AVAILABLE:
Cultural Center, JMB 146
Women’s Center, JMB 148
Student Life, Diversity and Retention, JMB 135

APPLICATIONS DUE:
Friday, APRIL 27, 2012 at 5pm
Please drop off applications at the Cultural Center or Student Life, Diversity & Retention

INTERVIEWS:
April 30th and May 2nd 2012
Sign-up sheet is available in Student Life
If you are unavailable at the listed times, please contact the Cultural Center Coordinator

FINAL SELECTION:
Friday, May 11, 2012

Questions? Contact Robin Park, Cultural Center Coordinator at robin.park@seattlecolleges or 206-934-7950, JMB 146
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Application Checklist: A completed application includes:

- A completed Seattle Community Colleges Application Form
- A current class schedule
  - Remember to attach a copy of your current class schedule (with a $0 balance owing). You can get a copy from the Registration Office at no cost.
- An unofficial transcript
  - Remember to attach a copy of your unofficial SSCC transcript. You can get a copy from the Registration Office at no cost.
- If under 18, completed permission to work forms.
- If an International Student, copy of social security card as proof to work in the United States.
- If work study, copy of work study referral form from Financial Aid.

Applicant Qualifications:

1. Currently enrolled at SSCC for at least 5 credits
   i. Must be a currently enrolled student at South Seattle Community College for at least five (5) academic credits throughout period of employment (during fall, winter and spring quarters).
2. Currently have at least a cumulative 2.5 grade point average (GPA)
   i. GPA is defined as the accumulative grade point average as recorded in the SSCC records office and will be verified by the members of the Student Life Staff.
   ii. Must maintain a cumulative 2.5 grade point average (GPA) throughout period of employment.
3. Must be eligible to work in the United States
   a. International Program students will have to provide a valid paperwork in order to work.
   b. Students under the age of 18 will have additional paperwork to complete.
4. If a work study student, you must provide a copy of the work study referral form provided to you by Financial Aid along with your application
5. Must be in good academic standing (not on academic probation) for the term prior to selection and during entire period of employment.
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Office of Diversity and Retention Mission Statement

Diversity and Retention is a network of departments working together to foster an inclusive campus community by providing education about diversity, social justice, gender equity, and multiculturalism.

We advocate for the academic persistence and success of students of color and underrepresented groups through leadership opportunities, support services, programming and college-wide initiatives.

Office of Diversity and Retention Overall Strategic Goals for 2011-12

1. ACADEMIC SUCCESS: To provide academic success and support services to students that identify as people of color, women, LGBTQ and other underrepresented groups in order to help them persist academically and ultimately achieve their academic and career goals

2. LEADERSHIP DEVELOPMENT: To provide Cultural Center and Women’s Center staff with leadership development opportunities for personal growth and to enhance their abilities as advocates of the students they serve

3. DIVERSITY EDUCATION: To provide educational opportunities for students, faculty, and staff in the areas of gender equity and multicultural awareness

4. PROFESSIONAL DEVELOPMENT: To provide the President’s Committee on Diversity & Retention with professional development opportunities to enhance their abilities as an advisory group to the President and advocacy group to the campus. This includes assessment of diversity issues affecting campus climate

5. COMMUNITY OUTREACH: Conduct outreach activities to create and maintain relationships with campus departments, community based groups, business and organizations to better serve the needs of students that identify as people of color, women, LGBTQ and other underrepresented groups

The Cultural Center Mission Statement

The Cultural Center empowers student leaders to explore, celebrate, and educate the campus community about the diversity among us. We offer an inclusive and reflective space, multicultural programming, and support services that encourage positive interaction, academic persistence, and growth among students, faculty, and staff.

Student Staff Job Duties, Commitments, & Responsibilities
(Minimum of 12 weekly office hours - $10.05 an hour)

Overview:

The Cultural Center Staff are committed to nurturing our cultural community by fostering a comfortable environment, in which a diversity of individuals can live, work, and grow to meet the challenges that lie ahead. The Cultural Center Staff includes the Cultural Center Coordinator and Cultural Center Student Commissioners. As a team, we work together to create supportive environments on our campus that facilitate the fulfillment of student academic goals and encourage both self-development and community involvement. By utilizing student leadership, Cultural Center staff members play a key role in furthering the Office of Diversity and Retention goals.
Office of Diversity & Retention
CULTURAL CENTER
JOB APPLICATION

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A Student Commissioner must be committed to the development of a multicultural community at South Seattle Community College. Staff members are role models for the campus community; they must be active in pursuing self education regarding issues of cultural sensitivity, sexism, racism, homophobia and heterosexism, ageism, classism, sizeism and ableism. A Student Commissioner is representative of our student body, and retains a cultural background and experience that reflects and contributes to the diversity of the Cultural Center team and campus community.

Job Responsibilities:

• Advocacy and Representation
  o Retains experience working in communities specific to their position title.
  o Liaison to cultural/student clubs and organizations.
  o Represents student leadership voice by attending campus committees, boards and departmental meetings when available.
  o Participates in Office of Diversity and Retention & Cultural Center programs and activities (Diversity Retreats, Open Houses) and Campus Events (New Student Orientation, High School Tours and Outreach Events) when available.

• Programming and Event Coordination
  o Organizes and coordinates multicultural programming and services.
  o Maintains outreach to students, campus community, and external organizations and community.
  o Works in partnership with various Student Services departments and representatives of community organizations to best support needs of campus.
  o Recruits other students and community members to participate and utilize Cultural Center programming and services.

• Administrative and Support Services
  o Greets and assists Cultural Center visitors.
  o Manages communication systems (phone, e-mail, mail).
  o Tracks types of student usage for Cultural Center.
  o Files paperwork and materials, makes copies.
  o Maintains office organization and cleanliness.
  o Photographs/documents Cultural Center events and activities.
  o Retains knowledge of on campus and off campus resources.
  o Attends mandatory staff meetings and trainings as scheduled.
  o Maintains a minimum of 12 weekly office hours (more hours may be available) *Some evening and weekend hours may be required.

Qualifications:

Monday 3/26/2012
Office of Diversity & Retention
CULTURAL CENTER
JOB APPLICATION

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- Must be a student at South Seattle Community College
- Must be currently enrolled Student at South Seattle Community College for at least 5 academic credits.
- Must have a minimum GPA of 2.5.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Experience with outreach, tutoring programs and/or study skills classes are a plus.

Skill required:
- ✓ Experience working with diverse populations.
- ✓ Interest in multicultural issues and gender issues.
- ✓ Awareness and sensitivity regarding issues of sexism, racism, religious oppression, homophobia and heterosexism, ageism, sizeism, classism and ableism.
- ✓ Proficiency in Microsoft Office programs and internet search.
- ✓ Ability to follow written directions and work independently.
- ✓ Leadership and/or event planning experience preferred but not required.
CULTURAL CENTER
JOB APPLICATION

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Name: ________________________________
   First                        Middle                        Last

Student ID Number: ____________________ Phone Number: ______________________

Email: ______________________________________________________

Do you receive work-study through Federal Financial Aid? YES NO

Current # Credits Registered for: ________ Current Cumulative GPA: ________

Major/Area of Study: _____________________________________________

Expected Graduation/Completion Date: _____________________________

PLEASE RESPOND TO THE FOLLOWING QUESTION ON AN ADDITIONAL SHEET OF PAPER.

1. Why are you interested in working at the Cultural Center?

If you would like to include your resume, but it is not required, you may attach it to this application.

If you are under 18 years of age, submit permission to work forms along with this application. Forms available from the Cultural Center and the front desk of Student Life.

If you have a Work-Study award, please attach a copy of your award letter. By signing below, you are confirming that all information provided on this form is true and accurate to the best of your knowledge.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO THE CULTURAL CENTER (JMB 146)

For official use only

Application submitted: ____________________________
Date: _____________ Time: ______ am/pm Received by: _____________

Check list: Yes No
1. Current Seattle C. C. District Application: _______ _______
2. Current SSCC Class Schedule: _______ _______
3. Meets cumulative 2.5 GPA requirement: _______ _______
4. Unofficial College Transcript: _______ _______
5. If Int'l Student, Valid Social Security Card _______ _______
6. If under 18, permission to work forms submitted _______ _______
7. If applicable, work study referral form _______ _______

For official use only