



**INTER-CLUB COUNCIL SECRETARY
2016-2017 ACADEMIC YEAR APPOINTMENT
STUDENT WORKER POSITION WITHIN STUDENT GOVERNMENT**

FINAL DATE TO FILE APPLICATION – September 9th, 2016, 4PM

Hourly Rate: \$11.00

Work Schedule: 12 hours per week for specific weeks, 5-10 for normal weeks, including Friday 12pm-2pm

THIS POSITION IS EXEMPT FROM OVERTIME OR DIFFERENTIAL PAY

General Job Description

Under the general direction of the ASPCC Executive Vice President, serves as secretary to the Associated Students Inter-Club Council to assist in the running of ICC business meetings, as a general assistant to the ASPCC Executive Vice President and others as assigned, distributing important information to club representatives and handles inquiries from clubs, handle issues and make decisions using discretion based on Associated Students guidance, assist in organizing ICC officer and committee schedules, and performs related duties as assigned.

All responsibilities will be fulfilled during regular Office Hours set by agreement between the ASPCC Secretary and the ASPCC Executive Vice President.

Example of Duties

1. Prepares agendas and minutes (records of actions taken) for the ASPCC Inter-Club Council meetings and post electronically and physically;
2. Prepare and assemble meeting packets comprising the agenda, minutes, and supporting documents, and distribute to club representatives and advisors;
3. Take complete, accurate and impartial minutes at all meetings of the Inter-Club Council;
4. Maintain an electronic and paper archive of minutes, agendas, and club charters;
5. Type, copy, distribute and file documents pertinent to Board business under the direction of President;
6. Receive and screen visitors and ICC telephone calls, referring or directly assisting where possible;
7. Coordinate ICC committee schedules and officers
8. Perform a variety of unscheduled duties normally performed by an Executive Assistant.

All applicants must: (minimum qualifications)

- Be available for nine to twelve hours per week (maximum 48 per month), must be available for ICC meeting days Fri, 12pm-2pm.
- Advanced uses of word processing, spreadsheet, database and other standard software to create documents and materials, including Microsoft Office Word, Excel, PowerPoint, and Outlook calendar.
- Maintain a minimum 2.5 GPA and 5 units enrolled (no previous GPA required).
- Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Be able to take notes and transcribe minutes of meetings.
- Communicate clearly and effectively, both orally and in writing.
- Maintain highly sensitive and confidential information.
- Use a degree of tact, discretion and diplomacy in dealing with sensitive situations
- Learn new skills under a time restraint

Directions

Please TYPE or PRINT. Complete this application fully and return to the Associated Students Office in CC105-B, Campus Center, Pasadena City College, 1570 E. Colorado Boulevard, Pasadena, CA 91106.

Applicants are **highly encouraged** to attach a resume, curriculum vitae or letters of reference.

An interview will be required for all applicants to this position. The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be detailed. ASPCC may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

Personal Information:

Applicant Name: _____

Contact Email: _____

Contact Telephone: _____ Lancer ID: _____

Major: _____ Current GPA: _____ Total Fall Units: _____

Preliminary Questions:

Indicate how long you have been attending PCC: _____

Indicate your anticipated semester of Graduation: _____

Circle the best way to contact you: Phone Text Email

Work Experience - Please list your last two employers, position and reason for leaving.

Employer: _____

Position and Responsibilities: _____

Reason for leaving: _____

Employer: _____

Position and Responsibilities: _____

Reason for leaving: _____

Application continues on next page:

Skills:

Special skills or talents (e.g. MS Office, Photoshop, etc):

Languages other than English: _____

**Please address your experience, skills and how they fit the minimum job requirements listed:
(You may attach another sheet if there isn't enough room below.)**

Have you participated in student government, other school-related activities, or community volunteering? List your experience here

Availability, Contact Information and Agreement

Indicate your availability by checking the boxes when you **ARE** available to complete twelve hours per week:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM-9:00AM					
9:00AM-10:00AM					
10:00AM-11:00AM					
11:00AM-12:00PM					
12:00PM-1:00PM			PREFERRED		REQUIRED
1:00PM-2:00PM					
2:00PM-3:00PM					
3:00PM-4:00PM					
4:00PM-5:00PM					
5:00PM-6:00PM					
6:00PM-7:00PM					

Initial after each item to indicate your agreement should you be selected for this position:

I agree to operate within the job description, perform duties as assigned, follow ASPCC constitution and bylaws as they relate to my position, at the instruction of the ASPCC Executive Vice President.	
I agree to regularly check and respond as necessary to phone calls and emails.	
I agree to maintain any and all information I receive as part of my position as highly confidential and sensitive.	
I agree to work the weekly schedule established between myself and ASPCC Executive Vice President.	

ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE DEADLINE AT:

Associated Students of Pasadena City College
1570 E. Colorado Blvd, Room CC-105-B
Pasadena, CA, 91106
Telephone: 626-585-7980
Fax: 626-585-7938

--or--

VIA EMAIL TO:

Executive Vice President
Alexis Rivera-Andrade
aspcc.ariveraandrade@gmail.com
Telephone: 626-585-7907

*The ASPCC Constitution and Bylaws are available online at:
<http://as.pasadena.edu/records/governing-documents/>*

A hard copy of the ASPCC Constitution and Bylaws can be obtained from the ASPCC Office:

The Associated Students of Pasadena City College is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.