POSITION DESCRIPTION
Associated Students of Umpqua Community College (ASUCC)
Student Government Leadership Team

PUBLIC RELATIONS OFFICER

The ASUCC Student Leadership Team shall provide representation of students interests, needs and well-being within the College community through a model of governance which provides for student advocacy and student engagement.

The ASUCC Student Leadership Team is recognized by the UCC Board as the sole representative body of Umpqua Community College students. ASUCC Student Leadership Team leaders gain valuable leadership and executive level experience such as leadership training, decision making, fiscal management and conflict management.

ASUCC Student Leadership Team members serve as agents for inquiry and support for the students of Umpqua Community College.

CLOSING DATE:
For your name to be placed on the ballot for the position of ASUCC Public Relations Officer, you must submit your completed application to the ASUCC Elections Chair by April 17, 2015, 1pm.

POSITION:

It shall be the responsibility of an ASUCC Officer, who will assume office on June 12, 2015 to:

• Assume the responsibility of being a leader of students.
• Work with the Student Life Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
• Attend and participate in at least 80% of regularly scheduled ASUCC Student Leadership Team meetings per quarter, excluding summer, unless an absence is approved by the ASUCC Student Leadership Team.
• Serve as a voting member of ASUCC Student Leadership Team, except in the case of the ASUCC President, who shall vote only in case of a tie.
• Establish and maintain a minimum of twelve (12) working hours per week, which includes the one (1) hour weekly ASUCC Student Leadership Team meeting, the one (1) hour weekly ASUCC Executive Council meeting and ten (10) office hours to be served during regular college business hours, excluding finals week and quarterly breaks.
• Attend summer training as scheduled by the ASUCC Advisor. Summer training is mandatory. However, if unable to attend the training, the officer must meet with the ASUCC Advisor on their own time to receive an overview of the training.
• Lobby when necessary and appropriate.
• Be responsible for taking any student concerns to the ASUCC Student Leadership Team.
• Serve on at least two (2) college committees and/or task forces unless otherwise approved by the ASUCC Student Leadership Team.
• Support all ASUCC Student Leadership Team functions and activities, as practical.
• Assist with Student Life Office and campus events, as practical, including (but not limited to) Commencement.
• Provide tours of the college upon request and as available.
• Participate, as schedules permit, in quarterly leadership development.
• Attend off-campus leadership development conferences, as schedules allow.
• Develop and maintain a healthy working relationship with the officers, senators and Club Council representatives of the ASUC Student Leadership Team, ASUCC Advisor and the UCC Vice President for Student Development.

• Demonstrate a working knowledge of the following:
  o ASUC Constitution and Bylaws
  o ASUC Office Procedures Manual
  o ASUC Performance Review Handbook
  o ASUC Elections Handbook
  o ASUC Candidates’ Handbook
  o ASUC Club Handbook
  o ASUC Budget
  o Student Code of Conduct
  o Umpqua Community College Mission, Vision, Values and Strategic Plan.

• Maintain files of all the official documents and records pertinent to the position, retaining an archive of no less than three (3) years and ensuring that said documents and records are transferred to incoming officers.

• Perform other duties as set forth in the ASUCC Constitution and Bylaws.

• Perform other duties as agreed upon by the ASUCC Student Leadership Team.

It shall be the responsibility of the Public Relations Officer to:

• Publicize all ASUCC Student Leadership Team events.

• Develop flyers, posters and other promotional materials for all ASUCC Student Leadership Team sponsored events and activities.

• Provide timely promotion of events in such a way that the campus community is informed.

• Communicate matters of public interest to The Mainstream.

• Assist in the coordination of student news among the administration, staff, the ASUCC Student Government Leadership Team and the ASUCC student body.

• Coordinate public (off campus) release of information with the UCC Community Relations Office.

• Be responsible for maintaining the outdoor bulletin boards.

• Perform other duties as specified in the ASUCC Constitution and Bylaws.

• Perform other duties as agreed upon by the ASUCC Student Leadership Team.

TIME COMMITMENT:

• Training with the outgoing officers, to take place prior to officially taking office.

• A minimum of 40 hours of leadership training plus leadership conferences and UCC event participation during the period of July-September, schedule to be determined.

• Minimum of ten (10) office hours per week, each quarter, beginning the first week of Fall quarter 2015, excluding finals week and quarter breaks.

• Weekly ASUCC Student Leadership Team meetings, as scheduled.

• Weekly ASUCC Executive Council meetings, as scheduled.

• Committee meetings, as determined.

• Activities development and implementation, as determined.

• Leadership workshops, as determined and necessary.

• Other leadership meetings, as determined and necessary.

COMPENSATION:

An officer shall receive quarterly tuition assistance (for fall, winter and spring terms) of no less than $500 and no more than 12 credits of tuition, excluding technology, student activity fees and the SUCCESS fee. Summer quarter compensation for participation in leadership training shall be $500.

QUALIFICATIONS:

When applying, applicants must:

• Have attended Umpqua Community College at Winter term 2014;

• Have completed nine (9) or more credits Winter term 2015, with a 2.50 grade point average or better;
• Possess a 2.50 cumulative grade point average or better at Umpqua Community College;
• By April 4, 2015, be enrolled in nine (9) or more credits at Umpqua Community College and maintain this enrollment throughout the quarter;
• Not have any outstanding disciplinary or grievance actions with the college; and
• Be in good financial standing with Umpqua Community College including no outstanding balances owed to the college or be in default on any loans issued through the college.

After applying and throughout the elections process, applicants must:
• Maintain enrollment in nine (9) or more credits at Umpqua Community College during Spring quarter 2015;
• Not have any outstanding disciplinary or grievance actions with the college; and
• Be in good financial standing with Umpqua Community College including no outstanding balances owed to the college or be in default on any loans issued through the college.

Although incoming officers take office Summer quarter, incoming officers must:
• Complete enrollment in nine (9) or more credits at Umpqua Community College for Spring quarter 2015, with a 2.50 grade point average or better;
• Possess a 2.50 cumulative grade point average or better for Spring quarter 2015; and
• Not have any outstanding disciplinary or grievance actions with the college; and
• Be in good financial standing with Umpqua Community College including no outstanding balances owed to the college or be in default on any loans issued through the college.

If, at the end of Spring quarter, an individual who is elected for the office fails to meet the above requirements for holding office, the individual will not assume the office.

APPLICATION PROCESS:
If interested in applying, an applicant must:
• Meet with the officer currently holding the position prior to submitting the application.

After meeting with the officer, the following materials must be submitted no later than 1pm April 17, 2015:
• A typed nomination statement of no more than 250 words;
• A nomination petition with fifty (50) signatures from students currently enrolled for 3 or more credits at Umpqua Community College;
• An ASUCC Student Leadership Team Application; and
• An unofficial copy of the Umpqua Community College transcript. The transcript must include all quarters completed to date.

In addition the applicant must:
• Attend two ASUCC Student Leadership Team meetings in the current academic year and no later than May 4. The meeting requirement must be met prior to campaigning. If the applicant is unable to attend ASUCC Student Leadership Team meetings due to a class conflict, the applicant must meet with the Elections Chair to determine a viable alternative.

Optional, but recommended that the applicant attend an informational meeting scheduled for Friday, April 3, 2015 at 1pm in the ASUCC Vice President’s Office, Campus Center.

CAMPAIGNING:
Applicants shall receive a copy of the Candidates’ Handbook upon approval of their nomination petition by ASUCC Student Government Leadership Team. Campaigning runs from April 21 through the close of voting on May 6th. However, candidates may not begin to campaign until they have received the Candidates Handbook, have reviewed the handbook with the ASUCC Elections Chair and have signed a Candidate Agreement. Candidates must also attend two ASUCC Student Leadership Team meetings in the current academic year and no later than May 19; the meeting requirement must be met prior to campaigning.
Applicants will not resort to character defamation, libel or slander of another applicant which includes, but is not limited to remarks and/or written statements regarding other applicants’ integrity, character and ability to hold office. ASUCC Elections are not a popularity contest. It is not an opportunity to belittle another applicant/candidate in order to appear better. This is about who you are and what you will bring to the position.

**SELECTION PROCESS:**
All qualified candidates who submit their application materials by the deadline will have their name placed on the ASUCC Spring Elections ballot. Any qualified applicant who misses the deadline may run as a write-in candidate, but must complete the application process by April 24 at 2:00pm. Selection will be by popular vote in the ASUCC Spring Election.

Completed applications must be submitted by the deadline to the ASUCC Elections Chair/Vice President, ASUCC Offices, Campus Center Student Lounge.

_Umpqua Community College is an Equal Opportunity Educator and Employer. It is the policy of the Associated Students of Umpqua Community College and its leadership not to discriminate or harass on the grounds sex, race, color, marital status, sexual orientation, religion, national origin, age or disability._
APPLICATION
Associated Students of Umpqua Community College (ASUCC)
Student Leadership Team

Please print legibly or type
Add additional sheets if necessary

Please check which position you are applying for:

☐ President  ☐ Activities Officer  ☐ Business Manager
☐ Vice President  ☐ Public Relations Officer

Name ____________________________________________________________

Address __________________________________________________________

City ____________________________ State ______ Zip __________

Telephone number(s) where you may be reached:
Home
Work ____________________________
Cell ____________________________

Email Address: ____________________________________________________

How many quarters have you attended UCC?
☐ 1 quarter  ☐ 4 quarters  ☐ 6 quarters
☐ 2 quarters  ☐ 5 quarters  ☐ 7 or more quarters
☐ 3 quarters

Number of credits enrolled in last quarter: __________

Number of credits enrolled in this quarter: __________

What was your g.p.a. last quarter: __________

What is your cumulative g.p.a.: __________

What is your major or field of study? ___________________________________

Are you in good financial standing with Umpqua Community College? ☐ Yes  ☐ No

Do you have any outstanding disciplinary or grievance actions with Umpqua Community College?
☐ Yes  ☐ No

Page 1
Completed Application must be submitted to the ASUCC Elections Chair by posted deadline
Are you currently or have you ever served on ASUCC Student Leadership Team as an officer or a senator?

☐ Yes: From _____/_____ to _____/_____ as ________________________________

Month Year Month Year Position

☐ No, I have not served on the ASUCC Student Leadership Team

Are you currently or have you ever served as an ASUCC club officer or club representative for a campus club/student organization?

☐ Yes: From _____/_____ to _____/_____ as ________________________________

Month Year Month Year Position

______________________________
Name of Club

☐ No, I have not served as an officer or representative in a club

Are you currently a member or have you ever been member of an ASUCC campus club/student organization?

☐ Yes: From _____/_____ to _____/_____ in ________________________________

Month Year Month Year Name of Club

☐ No, I have not been a member of an ASUCC campus club/student organization?

NOMINATION STATEMENT
Please provide a brief statement (250 words maximum) expressing why you wish to serve as a student government member. Your statement should be completed and attached to the Nomination Petition Form prior to soliciting signatures.

The information I have submitted is true to the best of my knowledge. I understand that the contents of this application are subject to verification and, if found untrue, will result in my immediate disqualification. By signing below, I am authorizing the release of my Umpqua Community College transcripts for confidential verification purposes.

______________________________
Signature ________________________________

Date

Completed Application must be submitted to the ASUCC Elections Chair by posted deadline
NOMINATION FORM
Associated Students of Umpqua Community College (ASUCC)
Student Leadership Team

NOMINATION STATEMENT
Please provide a brief statement (250 words maximum) expressing why you wish to serve as a student government member. *Your statement should be completed and attached to the Nomination Petition Form prior to soliciting signatures.*

NOMINATION PETITION
We, the undersigned students of Umpqua Community College, currently enrolled and carrying three or more credits, have read the statement of interest provided by the nominee, and support the nomination of ___________________________________ for the position of _____________________________________________________.

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ASUCC Elections – Important Dates to Remember

Applications for 2015-2016 Student Leadership Team Executive Council available

(Week 1) Monday, March 6, 2015. Applications due by 1:00pm, April 17, 2015.

ASUCC Student Leadership Team Meetings

By May 4, 2015

Applicants/candidates must attend two (2) meetings in the current year and no later than May 4; this requirement must be met prior to campaigning

Applicant Information Meeting (optional, but not required for interested students)

(Week 4) Friday, April 3, 2015 in Riverhawk Central

Students interested in an ASUCC Officer position for 2015-2016 are encouraged to attend this informational meeting.

Applications Due

(Week 5) April 17, 2015, 1:00pm – ASUCC Offices – to ASUCC Elections Chair/Vice President

Candidate Information Meeting

All candidates must schedule an hour-long appointment with the Elections Chair

(Week 6) Week of April 13, 2015

Candidates will receive the Candidate Handbook and will go over the rules for campaigning.

Photos

(Week 7) By Friday, April 24, 2015

All candidates must either provide a photo (headshot only) in a .jpeg format or have a photo taken by the Student Life Director. The photo will be used in the Voter’s Pamphlet and other elections advertising materials.

Campaigning

(Week 7-Week 9) April 21st-May 6th, 2015

Candidates may not begin to campaign until they have received the Candidates Handbook, have reviewed the handbook with the ASUCC Elections Chair and have signed a Candidate Agreement. Candidates must also attend two (2) ASUCC Student Leadership Team meetings in the current year and no later than May 19; the meeting requirement must be met prior to campaigning.

Write-In Candidate Applications Due

(Week 7) April 24, 2015, 2:00pm – ASUCC Offices (to ASUCC Elections Chair/Vice President)

Write-in candidates will need to schedule a meeting with the ASUCC Elections Chair to review the Candidate Handbook prior to campaigning.

Candidate Forum (all candidates should make every effort to be present)

(Week 8) April 30, 2015, Noon-1pm – Campus Center Cafeteria/Dining Room

Candidates for offices will be “presented” to the campus. Candidates will have the opportunity to make a brief statement about their interest in student government and questions from the audience will be taken.

Elections – Polls Open to Vote

(Week 9) Tuesday, May 5, 2015 - 9-6pm

(Week 9) Wednesday, May 6, 2015 - 9-6pm