



# ASGBC Chief of Administration

## Position Description

Position Summary: The Chief of Administration of the Associated Student Government of Bellevue College (ASGBC) is responsible for overseeing the efficient and compliant functioning of the association's administrative operations. Responsibilities range from record-keeping, personnel management, and ensuring regulatory compliance; the Chief of Administration plays a central role in upholding the integrity and efficiency of ASGBC operations.

**POSITION:** Chief of Administration

**DEPARTMENT:** Associated Student Government of Bellevue College

**SALARY:** \$21,000

**EMPLOYMENT START DATE:** July 1<sup>st</sup>, 2024

**EMPLOYMENT END DATE:** June 30, 2025

**APPLICATION OPENS:** February 26<sup>th</sup>, 2024

**APPLICATION CLOSES:** March 31<sup>st</sup>, 2024

Desired Qualifications:

- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc).
- Record Keeping
  - Ability to maintain accurate and organized records of meetings, attendance, performance, and other administrative tasks.
- Strong Verbal and Written Communication
  - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
  - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details
  - Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

### Required Qualifications:

Chief of Administration applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- c. Be in good standing with Bellevue College and not on disciplinary probation.
- d. Be in good academic standing, and not be on academic probation.
- e. Applicants are expected to present prior experience in leadership in some form.

### Essential Job Functions:

The Chief of Administration shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Be responsible for overseeing and directing the record-keeping practices of the Associated Student Government; including the Board of Directors, Student Senate, ASG Committees, and other entities subject to the Open Public Meetings Act.
- E. Be responsible for maintaining attendance, performance and membership records for the Board of Directors, Student Senate, ASG Committees, ASG Task Forces, and all other entities of the Associated Student Government.
- F. Be responsible for overseeing and directing the Internal Affairs Director, External Affairs Director, and all other non-Board of Directors ASG personnel, in conjunction with the ASG President and ASG Vice President.
- G. Serve as the Chair of the Judicial Oversight Committee.
- H. Ensure that the minutes of Board of Directors meetings are recorded, and publicly posted in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.
- I. Work with the Vice President to maintain an ongoing calendar of all official Associated Student Government meetings.
- J. Meet weekly with the ASG President to provide them updates regarding internal ASG operations pertaining to the Board of Directors, and all other ASG personnel and entities.
- K. Ensure that all official ASG business is recorded, maintained, and archived.
- L. Complete an annual digital and physical archive of the current year's activities, projects, events, staff, and official meeting materials.
- M. Ensure the Board of Directors, Student Senate, ASG Committees, and all chartered student organizations comply with the ASG Constitution, ASG Bylaws, ASG Financial Code, Bellevue College policies, Washington State laws, and Federal laws.
- N. Head internal ASG investigations, and investigations of chartered student organizations through the Judicial Oversight Committee.
- O. Maintain proficiency of newly instituted laws and policies that affect the operations of the Associated Student Government.
- P. Serve as Chief Parliamentarian for the Board of Directors, and other ASG bodies upon request.
- Q. Serve as interpreter and enforcer of Roberts Rules of Order in conjunction with the President.
- R. Facilitate the collection of weekly and quarterly reports from members of the Board of Directors.

- S. Ensure that the job descriptions of all Associated Student Government personnel are up to date and being adhered to in conjunction with the Vice President.
- T. Attend at least one Student Senate meeting per academic quarter.
- U. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- V. Be accountable for nineteen hours of work per week. During this period, the Chief of Administration may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's internal operations, record keeping, judicial proceedings and otherwise perform duties and tasks as assigned by the ASG President.
- W. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- X. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Y. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- Z. Perform related duties and tasks as assigned by the ASG President.
- AA. Complete weekly, and quarterly reports.