



# ASGBC External Affairs Director

## Position Description

Position Summary: The External Affairs Director of the Associated Student Government of Bellevue College (ASGBC) is responsible for assisting with the external operations of the ASGBC. Responsibilities range from directly assisting the President, Director of Sustainability and Civic Engagement, Director of Public Relations, and the Director of Events and Programs, serving as the proxy for the President and Vice President for non-Board of Directors and non-Student Senate responsibilities, and serving as the designated photographer of the association.

**POSITION:** External Affairs Director

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

**SALARY:** \$18,500

**EMPLOYMENT START DATE:** August 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).
  - Especially with Excel.
- 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:

External Affairs Director 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 External Affairs Director 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. Serve as proxy for the President and Vice President for non-Board of Directors and non-Student Senate responsibilities.
- E. Assist with all external operations of the Associated Student Government as directed by the Board of Directors but specifically the President, Director of Sustainability and Civic Engagement, Director of Public Relations, and the Director of Events and Programs.
- F. Directly assist the Director of Sustainability and Civic Engagement with the organization and implementation of legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- G. Directly assist the Director of Public Relations and the Director of Events and Programs with the publication of all ASG events, activities, and meetings by printing and posting physical promotional materials around campus, and by serving as the designated photographer for all Associated Student Government activities, and events.
- H. Serve as the recorder in the absence of the Internal Affairs Director.
- I. 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 Washington State and Federal laws.
- J. Be accountable for nineteen hours of work per week. During this period, the External Affairs Director may hold office hours, attend meetings, complete and work on projects, assist the day-to-day operations of the ASG, photograph and assist in the publication of all ASG events, and activities, and otherwise perform duties and tasks as assigned by the ASG President.
- K. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- L. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- M. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- N. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- O. Perform related duties and tasks as assigned by the ASG President.