



ASGBC Internal Affairs Director

Position Description

Position Summary: The Internal Affairs Director of the Associated Student Government of Bellevue College (ASGBC) is responsible for assisting with the internal operations of the ASGBC. Responsibilities range from taking minutes for the Student Senate and the Board of Directors, and directly assisting the President, Vice President, Chief of Administration, and the Director of Finance.

POSITION: Internal Affairs Director

DEPARTMENT: Associated Student Government of Bellevue College

SALARY: \$18,500

EMPLOYMENT START DATE: August 1st, 2024

EMPLOYMENT END DATE: June 30, 2025

APPLICATION OPENS: February 26th, 2024

APPLICATION CLOSES: March 31st, 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:

Internal 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 Internal 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 the Clerk of the Student Senate.
- E. Serve as proxy for the President when necessary and granted the authority.
- F. Assist with all internal operations of the Associated Student Government as directed by the Board of Directors but specifically the President, Vice President, Chief of Administration, and the Director of Finance.
- G. Develop and distribute meeting agendas and supporting materials in conjunction with the rest of the Board of Directors.
- H. Record the minutes of Board of Directors meetings in accordance with the policies contained in these bylaws, and the Open Public Meetings Act.
- I. Serve as the recorder for other ASG bodies as assigned by the ASG President.
- J. 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.
- K. Be accountable for nineteen hours of work per week. During this period, the Internal Affairs Director may hold office hours, attend meetings, complete and work on projects, assist the day-to-day operation of the ASG, record meeting minutes, and otherwise perform duties and tasks as assigned by the ASG President.
- L. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- M. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- N. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- O. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- P. Perform related duties and tasks as assigned.