



ASGBC Student Senate

Student Senator

Position Description

Position Summary: ASGBC Student Senators serve as representatives for their specific constituencies in the Student Senate. Senators shall identify and present concerns, issues, or barriers that Bellevue College students may face to the Senate. Senators shall propose, review, and vote on legislation to express official student opinion on various issues and make recommendations to other bodies on campus. Senators are required to attend each regularly scheduled Senate meeting during their term and shall fulfill other duties assigned by the ASGBC Board of Directors, or Senate Officers.

POSITION: Student Senator

DEPARTMENT: Associated Student Government of Bellevue College: Student Senate

SALARY: \$19 per hour, up to fifty hours per quarter

EMPLOYMENT START DATE: September 1st, 2024

EMPLOYMENT END DATE: June 30, 2025

APPLICATION OPENS: April 1st, 2024

APPLICATION CLOSES: May 3rd, 2024

Desired Qualifications:

- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc.)
- 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:

Student Senator 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 completed a minimum of twelve (12) college-level credits taken at Bellevue College.
- c. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- d. Be in good standing with Bellevue College and not on disciplinary probation.
- e. Be in good academic standing, and not be on academic probation.

Essential Job Functions:

ASGBC Student Senators shall:

- A. Identify and present ways to better improve the student experience at Bellevue College.
- B. Serve as a representative for their specific constituency by regularly interacting with their constituents and bringing any and all concerns from their constituents to the Senate.
- C. Author, and propose legislation to the Senate.
- D. Review, and vote on all legislation, which is brought to the floor of the Senate.
- E. Coordinate outreach efforts and engage with their respective constituency.
- F. Serve on all assigned committees, and task forces.
- G. Attend all trainings, orientations, and regularly scheduled Senate meetings.
- H. Serve on their assigned Bellevue College Governance Council.
- I. Develop a working knowledge of, and abide by the ASGBC Bylaws, ASGBC Constitution, and other relevant governing documents.
- J. Fulfill other duties as assigned by the ASG Board of Directors, or Senate Officers.