

Mount Vernon Campus
Program Board Application Packet



Submit your packet by Friday September 23, 2016
Student Life Office is located in the Cardinal Center

Mount Vernon Program Board

Application Checklist

Mount Vernon Program Board Application Checklist

- Complete- Mount Vernon Program Board Application
- Resume
- Two (2) References
 - Name
 - Email
 - Phone Number

Application Deadline:

- Friday, September 23, 2016
- Return application to Student Life in the Cardinal Center

Questions:

- Contact Leah Eberle at leah.eberle@skagit.edu

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.

Mount Vernon Campus Program Board

Position Description

POSITION: Program Coordinator	
DIVISION: Student Life	REPORTS TO: Director of Student Life

WHAT IS PROGRAM BOARD?

Skagit Valley College Program Board is committed to establish student driven programs that meet our students' diverse needs. Our goal is to have at least one cultural, artistic, recreational, educational, family and social event per quarter.

Program Board provides students with the opportunity to become involved in planning, promoting, implementing, and assessing events. We present opportunities for students to learn, grow and develop into quality leaders.

QUALIFICATIONS

1. Be enrolled at Skagit Valley College, Mount Vernon Campus with a minimum of 10 credits.
2. Be in good disciplinary standing with the college.
3. Be eighteen (18) years of age or older.
4. Have and maintain a cumulative grade point average of 2.5 or better. This provision will not apply to a student in his/her first academic quarter.
5. Experience (Volunteer or Paid): Working in a team environment, organizing events and collaborating with groups.
6. Must completely fill out all parts of the Program Board Application Packet.

POSITIONS AVAILABLE/ DESCRIPTIONS

Program Coordinator (approximately 15 hours per week)

We plan, organize and advertise a variety of diverse events at the Mount Vernon Campus, from De-stress Fest (finals week event) to comedy nights and karaoke. If you would like to make a difference on campus, plan the next big concert, or bring an influential speaker, then this is the job for you. Program coordinators must be detail-oriented and organized in order to manage the many aspects of an event. You must be able to work under pressure and be willing to work with tight deadlines. Training will be available.

SALARY

- Position pays \$10.67 per hour.
- May be required to work weekends and during quarterly breaks

Mount Vernon Campus Program Board

Application

Your Name: _____ Email: _____

Address: _____

Phone Number: _____ SID#: _____ Credit Load: _____

Intended area of study: _____ Expected Date of Graduation: _____ GPA: _____

I am applying for: Program Coordinator

Supplemental Questions

Describe why you would be an excellent candidate for the position. Be sure to include any abilities or professional skills that would qualify you for this position.

Please describe an event you would like to have on campus.

Skills

Indicate the types, system or software package appropriate to each section below.

Computer System (PC or MAC)	Publishing Software
Word Processing Software	Other

Employment History

List present to most recent experience first.

Employer Name	Position Title
Dates of Employment (Month/Year)	Reason for Leaving
Duties:	

Employment History Cont.

Employer Name	Position Title
Dates of Employment (Month/Year)	Reason for Leaving
Duties:	

Employer Name	Position Title
Dates of Employment (Month/Year)	Reason for Leaving
Duties:	

Professional References

Please list individual who have first hand knowledge of your skills and abilities.

Name	Telephone ()	Email
Position & Employer		

Name	Telephone ()	Email
Position & Employer		

Signature of Application

By signing and submitting this application, you agree that all information provided above was entered accurately and that you have read and comprehend the responsibilities that accompany the position.

Signature: _____ Date: _____