



Associated Students of Highline College (ASHC)

Speaker of Caucus

Job Description

Position Description

This is a student hourly paid service role in student government. The Speaker of the Caucus is responsible for coordinating the growth and development of student leadership communities (caucuses) and is also responsible for representing the needs and concerns of these communities in Associated Students of Highline College (ASHC) student government. This position requires working as a part of the student government team, so responsibilities extend from campus communities duties to student government duties as well.

Duties and Responsibilities

Common to all Student Government Officers - 40%

- Attend bi-weekly ASHC Council meetings and participate as a servant leader and voting member
- Attend weekly ASHC executive meetings
- Make bi-weekly reports to the Associated Council
- Attend all ASHC-sponsored events
- Participate on various campus committees, as decided upon by the Executive Council
- Attend various club meetings, as decided upon by the Executive Council
- Work on assigned projects under the supervision of the ASHC Advisor(s)
- Maintain accurate records and information on all programs, responsibilities, and materials used while in office
- Act within the guidelines of state laws, school regulations and rules of the ASHC legislation and constitution
- Work up to nineteen (19) hours a week upon the pre-approval of the ASHC Advisor and upon a budget available basis

Student Voice Engagement - 30%

- Coordinate the Student Leader of the Month program
- Create an action base for ASHC (i.e., legislative academy, voter registration, student based leadership action, Washington State Community and Technical College Student Association) as legislative coordinator of the organization
- Take the lead on programs and offerings geared at harnessing the voice of students
- Gather information and get student feedback on campus issues
- ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council

Caucus Program and Partnerships - 10%

- Provide administrative leadership for the caucus program, building communities of leaders
- Facilitate community building/caucus discussions, meetings, and activities
- Build and nurture student leadership passions and encourage to take action to deepen their leadership positions
- Promoting the caucus program and students in to the campus community, communities of leaders, and to other HCC partners in order to institutionalize the program
- Foster relationships with faculty to create co-curricular programming with student communities
- Locate, train, and support student servant leaders

Service Initiatives - 10%

- Initiate and coordinate student communities/caucus members to plan service/action projects
- Establish connections with the local community related to caucus issues for civic involvement and promote activism on campus

Core Team - 10%

- Plan and participate in Core staff projects and tasks
- Attend all required training for professional development
- Actively participate in all CCIE and CLS programs

- Actively participate in CONNECT Program
- Facilitate and engage in Core staff meetings (Mondays 4 pm-5 pm)
- Recruit and actively engage prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service
- Maintain a welcoming, vibrant, and clean office environment that centers students' identities
- Provide general office support when needed

What you bring:

- Familiarity with Highline's campus
- A commitment to diversity and creating an inclusive environment at Highline College
- Willingness to learn and grow as a student leader working with a diverse team.
- Ability to lead and support others effectively
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment
- Interest and personal connection to issues of servant leadership and representation
- Flexibility and reliability
- Excellent communication skills
- Desire for student leadership experience

Work Expectations:

- Student must be registered for at least 6 credits and maintain a minimum of 2.5 cumulative GPA each quarter.
- Student will participate in a quarterly reflective evaluation to help identify leadership strengths and challenges during the duration of the position.
- Student can expect to work 15 hours per week. This position pays minimum wage.