

TESC Greener Organization Executive Board

Job Overview:

Residential and Dining Services (RAD) is hiring four energetic, thoughtful, organized students to lead the GO Executive Board for the 2017-2018 school year.

There are four paid positions available, each at about 8 hours a week, with a stipend pay rate of \$1200 per quarter (possibly prorated for the fall based on date of hire). Work will begin at the start of the 2017-2018 school year.

During each academic quarter, GO Executive Board members must be available to meet as a team once a week, with their advisors twice a month, and with general members once a month.

Job Description:

- Develop, manage, and host programs and events in the Housing Community Center (HCC) for residential students for the 2017-2018 school year.
- Participate in the Leading Together Leadership Certificate Program.
- Develop and utilize skills in marketing, admin, budgeting, and event/programming logistics.
- Create and design flyers, posters, and other promotional materials for GO events
- Assist in overall promotion of opportunities and events provided by GO. This includes use of email and social media outlets.
- Network across campus to promote RAD office.
- Evaluate GO events and programs.
- Serve as a member of RAD providing a high-level of customer service and professionalism.
- Be comfortable working with students, staff, and faculty of diverse interests, backgrounds, ethnicities, cultures, veteran-status, gender and sexual orientations.
- Must be available some evenings and occasional weekends.
- Attend required retreats, trainings, and other professional development opportunities.
- Other duties as assigned.

Qualifications:

- Must be a currently enrolled full time (12 credits or more) student of The Evergreen State College in good academic standing and good conduct standing. Work study is NOT required for this position.
- Must be a current residential student residing in RAD residential facilities at the time of hire and throughout employment in the role with the exception of summer.

- Be self-motivated, flexible, creative, and imaginative with the ability to create fun and safe events and programs.
- Be able and willing to collaborate professionally with others using strong verbal and written communication skills.
- Ability to work in a team setting, take initiative, and work independently with good follow through.
- Ability to manage a calendar of events and adhere to deadlines.
- Ability to comfortably communicate with vendors, performers, and community members via phone, email, and social media.

Application Instructions:

To apply for this position, please submit the following two documents: an application with your first and last name, campus residence, and contact information and a resume via email or in person to:

The Evergreen State College
Residential and Dining Services
Attn: Allee Garry and Ray Lader
Olympia, WA 98505

More information is available by contacting Allee Garry and Ray Lader through GO@evergreen.edu. Deadline for applications is Friday, October 6th at 9:00 AM.

GO Officer Application 2017-2018

Name: _____

Campus Residence (Building Only): _____

Evergreen Email: _____

Please answer the following questions to the best of your ability and submit them with your resume in person or via email to GO@evergreen.edu by Friday, October 6th, 2017 at 9AM to be considered for an officer position.

1. List any prior experience you have leading others and describe how those experiences will help you to succeed in this position.

2. Please share three specific characteristics you possess and how these qualities will help you to be successful in the GO officer position.

3. What ideas do you have for programming? Please list at least one detailed example.

**4. Will you be able to commit on average eight (8) hours of work a week for this job?
Please list any other scheduling commitments you anticipate having for the 2017-2018
academic year (student clubs, athletics, other work, etc.)**
