

## **College of DuPage**

### **Student Leadership Council Coordinator Application Process**

Thank you for your interest in a Coordinator position with Student Leadership Council. The Coordinator positions are vital to the vision, mission and on-going success of the organization. Each respective office requires unique abilities to successfully execute the duties.

SLC encourages the development of the leadership skills of individual officers and members. It is vital that each officer applicant have a desire to learn about and practice leadership. Applicants should also have a basic understanding and knowledge of the duties of the office and of SLC. You are encouraged to meet with the officers for further information.

**In order to apply**, you will need to set a time to meet with Chuck Steele, Advisor for Student Leadership Council. Appointments can be made through the Office of Student Life Front Desk, either in person (SSC 1217) or by phone (630-942-2243). **Meetings must occur by 5:00pm on Thursday, August 30<sup>th</sup>, 2012.**

**Prior to the meeting**, applicants must provide the following information to Chuck Steele either as a Word or PDF document via email to [steelec@cod.edu](mailto:steelec@cod.edu) or as a hard copy at the Office of Student Life Front Desk (SSC 1217).

- A. Full Name
- B. Colleague ID Number
- C. Mailing Address
- D. Cell Phone or Home Phone Number
- E. Area of Study at College of DuPage
- F. Cumulative GPA
- G. Position for which you are applying
- H. One page resume
- I. Personal statement describing your leadership abilities, experiences, and/or expectations
- J. Answers to the following questions:
  - 1) Why do you feel you can effectively serve in this position?
  - 2) Why are you the best candidate for the job?

The new Coordinator of Finance will be elected at the SLC voting meeting on **Tuesday, September 4th, 2012**. Applicants are required to be present at that meeting and will be asked to present a short presentation (three minutes maximum) to SLC members. After the presentations, SLC members qualified to vote\* will be allowed to ask the candidates questions. The applicant receiving a simple majority for each position will be seated immediately.

\*As per the SLC documents, only those members who have attended at least 2 SLC meetings in the 30 days prior will be eligible to vote.

## **STUDENT LEADERSHIP COUNCIL OFFICER FACT SHEET**

### **Qualifications:**

- Must have a cumulative GPA of 2.5
- Student in good standing:
  - No disciplinary or academic sanctions have been placed against them
  - No overdue financial obligations to the College
- Must complete at least 6 credit hours at College of DuPage in the semester during which the Student election is held AND through entire term of office. (Summer term enrollment not necessary). Completion means not officially withdrawing from classes that would cause the credit hours to drop below 6 credit hours
- Plan to serve the entire term of office (through May 2013) unless extenuating circumstances arise
- Must be able to attend SLC meetings on Tuesdays and Thursdays from 4:00 to 6:00pm

### **Duties:**

- Be open to new experiences and ideas
- Work with people who are different from you to create a team
- Help create and accomplish SLC annual goals
- Attend SLC member meetings every Tuesday, 4pm – 6pm
- Attend SLC officer meetings every week, in addition to keeping a minimum of 8 office hours a week
- Grow as a leader and work on personal, academic and professional goals
- Become civically engaged with College of DuPage and community
- Attend Leadership events on campus whenever possible
- Follow office policy and procedures
- Understand and be able to interpret the SLC defining and operating documents

***In addition to the above, there are unique expectations of the Coordinators:***

### **Coordinator of Outreach:**

- Promote SLC membership and student participation
- Inform the Student Body and College Community of the activities of SLC
- Works with Advisor to train members of SLC in regards to outreach and public relations activities
- Create ads for the Courier
- Responsible for SLC Press Releases and Newsletter
- Organize table opportunities to reach out to students.
- Chairs Collegiate Council

### **Coordinator of Operations:**

- Posts and maintains officers' office hours
- Certifies voters at SLC Voting meetings
- Keeps a record of attendance and minutes at SLC meetings and establishes quorum at the Voting Meetings
- Manages the SLC office, as well as the meeting records and files
- Provides Student Life staff with website updates
- Serves as Election Commissioner and Chairs the Election Commission to assist with the Student Body Elections

### **Coordinator of Finance:**

- Serves as Chief Financial Officer of the SLC and represents SLC on Student Life committees
- Prepares the annual budget request for the approval of the SLC
- Prepares all financial paperwork
- Prepares monthly financial reports for the SLC and keep all financial records, files and archives
- Assists with SLC-sponsored Projects by managing the financial aspects and communication
- Chairs the Finance Board and reviews board packets.