Employment Application
Student Program Assistant

Application Due:  May 7 by 4 PM in the A.S. CCC (SSF)

Interviews:       May 13-16

Training:        Leadership Academy (Mandatory)
                 June 3 - 6, 2013
                 8:00am – 5:00pm

                 Associated Students Retreat
                 (Mandatory)
                 August 22-23, 2013

Employment:      August 26, 2013-May 23, 2014
                 10-20 Hours Per Week
                 *All positions are contingent on Funding*

Wages:           $8.00/hr.
BUTTE-GLENN COMMUNITY COLLEGE DISTRICT DEPARTMENT OF HUMAN RESOURCES
APPLICATION FOR STUDENT EMPLOYMENT
(RETURN TO HUMAN RESOURCES UPON HIRE)

PERSONAL INFORMATION (Please use ink & print legibly)  Date: ________________  Butte ID: ____________________________

NOTE: An application with the works “See Resume” or similar phrase will not be accepted.

Name: ____________________________________________

                                        Last     First     Middle

Present Address: ____________________________________________

                                                Street       City and Zip

Home Phone: ____________________________  Cell Phone: ____________________________  E-mail: ____________________________

EMPLOYMENT DESIRED

Position: ____________________________  Date you can start: ____________________________

Are you presently employed?  Yes ☐ No ☐

May we contact your present employer? Yes ☐ No ☐

If no, why not? ____________________________

EDUCATION-COLLEGE

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<tr>
<th>Name/s &amp; Location/s</th>
<th>Subjects Studied</th>
<th>Units Completed</th>
<th>GPA</th>
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EDUCATION-HIGH SCHOOL

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<th>Name/s &amp; Location/s</th>
<th>Did You Graduate?</th>
<th>GPA</th>
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AVAILABLE WORK SCHEDULE  Draw an X through each box you are NOT available to work.  Are you willing to change your schedule? Yes ☐ No ☐

CHECK ONE:  ☐ FALL SEMESTER  ☐ SPRING SEMESTER

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Please list any extra-curricular activities you’re involved in.

#### EMPLOYMENT HISTORY

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<tr>
<th>Job Title</th>
<th>Employer Name &amp; Address</th>
<th>Name of Supervisor</th>
<th>Phone</th>
<th>Dates (from/to)</th>
<th>Hourly Wage</th>
<th>Reason for Leaving</th>
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#### REFERENCES (List below the names of three person not related to you, whom you have known at least 3 years)

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<th>Occupation</th>
<th>Relationship</th>
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Can you provide proof of eligibility to work in the U.S. at Butte College?  
☐ Yes  ☐ No

#### SUPPLEMENTAL QUESTIONS (please answer in your own handwriting)

1. What is your major?  
2. What are your long-term career goals?  
3. To date, what has been your greatest achievement?  
4. Describe yourself in 3 words.  
5. Please describe any work-related skills (typing speed, 10-key, computer software/hardware, certificates, training).  
6. Why should we hire you?  

#### NOTE:

Your signature below authorizes Butte College to:

1) Contact your employers and references and  
2) Investigate all statements contained in this application.

I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without previous notice. Butte College is an Equal Opportunity Employer. Women, ethnic minorities, the disabled and other protected groups are encouraged to apply.
Program Assistant, A.S. Culture & Community Center

The central mission of the Culture & Community Center (CCC) is to develop a cohort of student leaders capable of creating programs that foster advocacy education and cultural awareness. In a supportive environment, program assistants will carry out the mission and vision of the CCC. Program assistants are integral to developing relationships and inspiring leadership with the general student body. Employment is offered for one academic year; however, students may reapply for a second year.

Job Description

- Assist in the planning and implementation of at least one event or program focused on culture and/or community building.
- Assist will all A.S. CCC Events, including set and clean up.
- Commit to creating an inclusive environment by engaging in conversations with CCC visitors.
- Present 3 promotional class talks per semester, as schedule allows.
- Assist CCC staff in conducting special projects including surveys, table coverage and event participation as work schedule allows.
- Assist in facility maintenance including but not limited to, basic cleaning, furniture rearrangements and supply inventory.
- Take photographs at events, download, and archive pictures.
- Management of CCC social media and bulletin boards.
- Assist in performing general office duties. Including reception, photocopying, faxing, email, checking voicemail, email, filing, mailing, and maintaining electronic mailing lists.
- Establish and maintain regular working hours.

Expectations

- Attend and support the main annual events.
- Submit time sheets in a timely manner.
- Submit programming plans, ideas and evaluations consistently.
- Weekly communication with all CCC staff members by using email and staff meetings.
- Maintain a cumulative 2.5 GPA or higher.
Terms of employment

- Must be enrolled in at least 6 units and in good academic standing every semester with a minimum of 2.5 GPA.
- Participate in staff training and retreats (Leadership Academy, A.S. Retreat)
- Attend regularly scheduled meetings with supervisor.

Qualities Desired

- Coursework or experience in areas related to diversity issues.
- Informed of community cultural events and global issues.
- Interest in or knowledge of issues surrounding underserved and underrepresented communities on campus.
- Previous experience in implementing and designing education workshops and programs.
- Strong oral and written communication and interpersonal skills.
- Self-initiated with good follow-through.
- Good computer skills using Microsoft Office.
- Ability to work with a diverse team.
- Cumulative GPA of 2.5 or higher.

All positions are subject to budgetary approval and are subject to change without notice.

Contact Information:
Brenda Rodriguez
Program Specialist
rodriguezbr@butte.edu
Application Deadline, 
Tuesday, May 7, 4:00pm 
Return to A.S. Culture & Community Center SSF

Supplemental Information

Personal Data:

Student ID Number: ________________________________ 
Cumulative GPA: _______________________________________________________________________

Name 
(Print or type) Last First Middle 

Email ________________________________ Phone _______________________________________________________________________

Are you bilingual (able to carry on a conversation with a person in any language other than English)?
Yes _______ No _______ 
If "yes" what language(s)? _______________________________________________________________________

Supplemental Questions:

1. Explain your experience with the A.S. Culture & CommUNITY Center:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. List any coursework relevant to the position:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

______________________________________________________________________________
3. Extracurricular Activities (i.e., club affiliations, sports, community organizations):

________________________________________________________________________
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4. List at least two ideas for diversity education or community building programs for Butte College:

________________________________________________________________________
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5. We recognize the limitations of the application and provide this space for you to describe your identity in your own words:

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