

Sussex County Community College
Student Government Association
Vacancy Application



Secretary Position

Term of Office:

November 2020/May 2021

Completed applications must be returned to Amy Rude at arude@sussex.edu

NO LATER THAN

Friday, October 30, 2020



Sussex County Community College

Office of Campus Life

Student Government Association Secretary Candidate Application

The term of office begins in November and ends on May 30, 2021 of the following year.

Qualifications

1. Those wishing to serve on the Executive Board of the Student Government Association must:
 - a. Be a currently enrolled student and will maintain a minimum of a 2.5 GPA.
 - b. Is expected to complete a minimum of six college-level credits during each semester they would serve in office.
 - c. Must be willing and able to serve for the entirety of their term of office, November, 2020-May, 2021.
 - d. May not also be a member of the Executive Board of any student club or organization recognized and chartered by the Student Government Association.
2. All members of the Executive Board must meet their college obligations including but not limited to:
 - a. Tuition and/or fee payments
 - b. Return of College Library Books, Athletic Equipment, etc.

Requirements & Compensation

1. **The Secretary:** Shall transcribe the reports and discussions in all meetings of the Executive Board and Club Council and maintain a file of the minutes of each; shall keep accurate record of attendance at all meetings and of the Executive Board service hours; shall serve a minimum of two office hours per week that classes are in session; will complete a minimum of 80 service hours during the term of office; will be granted a work scholarship worth six in-county credits during each the fall and the spring semesters of the term in office.
 - Compensation for service hours is paid through a work grant, applied directly through the SCCC Financial Aid Office. These work grants are to be used during the academic year, which is the term of office and may not be carried over onto a following academic year; nor is there a cash value to be substituted.
 - Elected officers are responsible for the cost of fees, textbooks or other material needs required to complete coursework.
 - Leaving office prior to the completion of the elected term will result is a reimbursement of tuition as calculated by the Bursar.



Sussex County Community College

Office of Campus Life

Responsibilities of All Student Government Association Officers

1. **Office Hours:** All SGA Officers are required to keep and maintain office hours. The schedule of Office Hours will be determined and posted on the SGA Office door by the first day of each semester and may not change during the course of the semester.
2. **The SGA Bulletin Board:** All SGA Officers are expected to maintain the SGA Bulletin Board outside the SGA office.
3. **Leadership Workshops:** All SGA Officers are encouraged to attend/host Leadership Workshops that will enhance their skills and assist in enhancing the skills of others.
4. Represent the student body as requested by the College as needed.
5. Operate and oversee the appointment/selection of Students to serve on College Governance Committees as needed.
6. Plan, coordinate, and attend the annual events hosted by the SGA/Campus Life including the Annual Monte Carlo Night and the Skylander Cotillion.
7. Attend monthly Board of Trustee meetings and report on the activities of the SGA and the Student Body.
8. Assist with the NJ State Fair (The Farm & Horse Show) in August, both the Fall & Spring Open Houses, general Student Activities, and other events as needed and assigned.
9. Aid and foster student clubs and organizations, as well as assist with the formation of new clubs.
10. Assist other students as may be needed and appropriate.
11. Candidates should have access to the internet and Canvas for both the SGA/Ambassadors and Campus Life.



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Student Government Association Secretary Candidate Application

The term of office begins in November and ends on May 30, 2021 of the following year.

Name _____ Student ID _____

Mailing Address _____

Cell Phone _____ Student Email _____@student.sussex.edu

Is your cumulative GPA at least a 2.5? Yes No New Student

Major Area of Study _____

How did you learn about this opportunity? *(Please Check All that Apply)*

- College Email Current Ambassador Bulletin Board/Poster Advisor
 Campus Life Canvas Friend Faculty/Staff Other _____

High School Attended _____

Please grade yourself in each area using the following scale.

O=Outstanding E=Excellent G=Good A=Average F=Fair

_____ Attitude	_____ Leadership	_____ Creativity
_____ Public Speaking	_____ Organizational Skills	_____ Critical Thinking
_____ Communication (Written)	_____ Self-Motivation	_____ Problem Solving
_____ Communication (Verbal)	_____ Team Work	_____ Decision Making
_____ Time Management	_____ Work Ethic	_____ Interpersonal Relations

Prior Work or Volunteer Experience *Please begin with your most recent experience.*

Employer or Organization: _____

Dates of Employment: _____ to _____ Position: _____

Description of your duties: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Position: _____

Description of your duties: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Position: _____

Description of your duties: _____

Please List your AVAILABLE times to work as the SGA Secretary.

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____

Sunday: _____

Please list any school or community activities you are currently or previously involved with.

Examples: high school and/or college clubs, organizations, community service, athletic teams, etc. Please list most recent first.

Organization/Activity	Position	Dates
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any additional responsibilities that would impact your ability to successfully meet your commitment to the Student Government Association?

If YES, please list. Examples include: off-campus employment, student-athlete, student clubs, family commitments, etc.

Please responded to the following questions in the space provided.

1. Please briefly explain why you are interested in serving as the SGA Secretary: _____

2. If selected, what do you as a leader bring to this position that will help promote growth in the students around you? _____

3. What are you educational, career, and personal goals beyond completing your degree at Sussex County Community College that serving as the Secretary of the SGA would benefit? _____

The SGA holds an Open SGA Meeting monthly via ZOOM or in-person. The Executive Board of the SGA meet every week on a day and time to be determined by the four officers. The SGA is required to make a monthly presentation to the Board of Trustees on the fourth Tuesday of every month. All SGA Officers are required to attend all meetings.

I have read the qualifications, requirements, compensation, responsibilities, and election guidelines, and I am willing to participate, if elected, to the best of my ability during the 2020/2021 academic year.

Signature _____

Date _____