



2017-2018 Administrative Affairs Officer Application – Klamath Falls

Turn in completed application to Holly Anderson, Associate Director of Campus Life (1st Floor, College Union). Deadline to submit application is **5:00pm on Friday, April 14th, 2017.**

ASOIT Position Responsibilities:

- Maintain related records and perform various administrative duties.
- Responsible for recording, maintaining, and posting minutes and agendas of all meetings of ASOITK.
- Responsible for monitoring and maintaining RSO records and attendance.
- Serve as administrative support for the elections committee.
- Coordinate Rock the Vote events.
- Prepare agendas for all executive and general meetings.
- Serve a minimum of six (6) hours a week.

Name: _____ Student ID #: _____

Email: _____ Phone: _____

Local Address: _____

Academic Program: _____ Year in Program: _____

Cumulative GPA: _____

Resume and Essay: Please attach a resume and in 250 words or less describing what skills you bring to this specific position, and how you would like to impact the campus community. This essay will be considered for the application process and may be discussed during the interview process. Please email your resume and essay to holly.anderson@oit.edu by Friday, April 14th @ 5PM.

I understand that this is an interview process for the job position described above; I understand that I also must have Mondays at 5PM free during each term for the entire academic year for ASOIT General and Executive Meetings. During the interview, I acknowledge that I may be asked about prior experience with social media, maintaining a social media presence, and web development – including, but not limited to, web page design and creation; basic HTML; and other applicable programs.

Candidate Initial: _____

I understand that to apply for this position for the Associated Students of Oregon Institute of Technology (ASOIT), I must be in good academic standing (cumulative GPA of 2.5 or higher) and financial standing with Oregon Tech. As per the ASOIT constitution, I understand that I must have completed 2 consecutive terms at Oregon Tech prior to holding office (see constitution for exceptions), and I confirm that my intent is to be enrolled (a minimum of 12 credits) at Oregon Tech for the entirety of the 2017-2018 academic year. Student leadership positions demand the highest ethical standards; therefore, I understand that I must have no current or previous student conduct code infractions.

I give my consent to have the above information verified. I further understand that all communication with me by ASOIT will be conducted via email and primary phone number and I will be responsible for checking my email regularly.

Signature: _____ Date: _____