

CENTER FOR LEADERSHIP AND SERVICE EVENT COMMITTEE CHAIR APPLICATION

Application Materials/ Process:

- ✓ Application form
- ✓ Skills Evaluation Sheet
- ✓ Interview upon review of application materials

Application materials can be sent to Natasha Burrowes at nburrowe@highline.edu, dropped off at Student Programs located in Bldg 8, 3rd Floor or mailed to P.O. Box 98000 MS 8-3, Des Moines, WA 98198

General Requirements/ Duties:

- Registered for at least six credits.
 - Committee chair responsibilities include organizing and recruiting a student planning committee, facilitating meetings, providing overall direction/ guidance for the event. Participate in a reflective evaluation to help identify leadership strengths and challenges.
 - Student will receive a small leadership scholarship at project completion.
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THE BLEND- MUSIC COORDINATOR

Application Due: Rolling Acceptance

Attention musicians! Seeking out students who would be interested in coordinating our bi-weekly coffeehouse music series hosted in our own Fireside Bistro. Duties include booking musical acts, promoting shows and hosting artists. We are looking for one coordinator per quarter and time commitment is about 4 hours per week.

HIP HOP SUMMIT COMMITTEE CHAIR

Application Due: October 6th

“Hip Hop Ya’ Don’t Stop!” To all you hip hop heads out there, we are looking for a committee chair to plan our annual Hip Hop Summit, a day long conference on the art of Hip Hop in February. Featured programs may include lectures, emcee battles/ showcases, community panels and workshops. *Position duration is October- March and must be willing to commit 5-6 hours per week.*

VOLUNTEER FAIR COMMITTEE CHAIR

Application Due: January 12th

Share your passion to give back to the community by serving as the chair for the Volunteer/Internship Fair. Seeking student to plan, organize and coordinate events that encourages Highline student to get involved in the community by hosting a volunteer recruitment fair. *Position duration is January-April and must be willing to commit 5-6 hours per week.*

BOAT CRUISE COMMITTEE CHAIR

Application Due: January 12th

They call it “prom for the community college”- Highline’s Annual Boat Cruise. Help lead a committee in planning our biggest event of the year. We rent an Argosy Boat exclusively for Highline and cruise with a dj, appetizers and good times. *Position duration is January-May and must be willing to commit 5-6 hours per week.*

APPLICATION FORM

Please select the position(s) you are interested in:

Hip Hop Summit Volunteer Fair Boat Cruise

The Blend (Fall Qt.) The Blend (Winter Qt.) The Blend (Spring Qt.)

Today's Date: _____

Name: _____

Address: _____

Date of Birth: _____ Student ID number _____

Email address: _____

Home phone: _____ Cell phone: _____

Please list the amount of credits you are taking and/or planning on taking for each quarter.

_____ Fall _____ Winter _____ Spring

Please answer the following questions:

1.) Which position(s) are you applying for? Why are you interested in applying for this position?

2.) What experience do you have with promoting or planning events? Working on a team? Working with volunteers?

SKILLS EVALUATION SHEET

To be completed by a school faculty /staff member, current or former supervisor or community member.

Today's Date: _____

Applicant's Name: _____

Evaluator's Name: _____

Evaluator's position and agency: _____

Evaluator's phone number: _____

How long have you known the applicant? _____

Context of relationship with the applicant: _____

Please place a check in the box for the descriptor which best represents your assessment of this applicant. You may include any additional information you feel will assist us in interpreting your response. An example would be helpful in the case of an extremely high or low rating.

Characteristic	Not Able to Assess	Below Average	Average	Above Average	Excellent
Organization: Timely completion of tasks, plans work in advance, detail-oriented					
Teamwork: Ability to work as part of a team, provides support to others, participates in group projects					
Multicultural Awareness: Displays sensitivity to people from backgrounds different than their own					
Assertiveness & Self Reliance: Willingness to take initiative; provides effective feedback; confidence in skills & abilities					
Communication Skills: Oral					
Communication Skills: Written					
Communication Skills: Listening					

Characteristic	Not Able to Access	Below Average	Average	Above Average	Excellent
Reliability: Follows through on commitments					
Conflict Resolution Skills:					
Ethics & Values: Awareness of ethical issues; appropriateness of behavior					

General comments:

Signature

Date

When you have completed the skills evaluation sheet please place the form in a sealed envelope (your signature over the seal) and return to the applicant to include in their application packet. If you have any questions, please contact the Student Programs office at (206) 878-3710, ext 3256, or via mail at nburrowe@highline.edu.