



ASG Chief Justice Application

Job Summary

The ASG Chief Justice is responsible for the leadership and guidance of the ASG Judicial Board. They interpret and uphold the ASBC Constitution and ASBC Bylaws and additional policies that pertain to ASG. They are the Chief Diplomat of the ASG Judicial Board. They serve as a Student Conduct Officer for the ASG. The ASG Judicial Oversight reports directly to the ASG Chief Justice.

POSITION: Associated Student Government Chief Justice

DEPARTMENT: Associated Student Government of the Associated Students of Bellevue College

SALARY: \$12/hour, 19 hours/week

CLOSES: 5 pm Friday, May 5, 2017

Minimum Qualifications

Applicants must meet the minimum qualifications by the end of the Winter Quarter in order to be eligible for candidacy.

- 2.7 cumulative BC college-level GPA or 2.7 quarterly BC college-level GPA for the two (2) previous consecutive quarters. The GPA will default to whichever is highest.
- Twenty-four (24) college-level credits within Bellevue College. (If a student is on a reduced credit load as determined by BC administration, minimum requirement shall be the equivalent of two full time college level quarters).
- If elected, candidates must relinquish their position as an officer in any BC club or program per the ASG Bylaw 5.1.4.

Desired Qualifications

- Experience collaborating with an organization to interpret laws, policies, and/or official documents in a constructive manner
- Experience creating policies, procedures, and legal documents
- Experience interpreting laws, policies, and procedures

Essential Functions

Essential Functions shall include but are not limited to:

- Attend all training sessions and meetings
- Serve on all assigned Committees
- Develop a working knowledge of, and abide by the ASBC Constitution, ASBC Bylaws, ASBC Ethics Code, ASBC Financial Code, and Bellevue College policies and procedures
- Serve as Student Ambassador to students, administrations, faculty, and staff.
- Set Judicial Oversight court procedure
- Advise the ASBC Officers on the ASBC Ethics, ASBC Financial Code, and BC Policies, national laws, and regional laws. (The Chief Justice may not provide Legal Counsel to the ASG)
- Ensure the ASG Executive Board, ASG Board of Directors, ASG Judicial Board, ASBC Clubs, ASBC Organizations and ASBC Associations comply with the ASBC Constitution, ASBC Bylaws, ASBC Ethics, ASBC Financial Code, and BC Policies, national laws, and regional laws
- Veto any act passed or procedure of the ASG Executive Board and ASG Board of Directors in conflict with the ASBC Constitution, ASBC Bylaws, ASBC Ethics, ASBC Financial Code, and BC Policies
- Head internal ASG investigations and S&A funded clubs, programs, organizations, and associations
- Serve as Student Conduct Officer for the ASG and as such shall handle Student Complaints and Concerns in a confidential and ethical manner
- Serve as a liaison between Students and BC Chief Discipline Officer and VP of Student Services Office
- Ensure the hearing of student concerns and refer student grievances to the appropriate process
- Maintain proficiency of newly instituted laws or policies affecting the ASG
- Serve as Chief Parliamentarian for the ASG Executive Board and the ASG Board of Directors
- Shall serve as interpreter and enforcer of Roberts Rules of Order
- Chair the ASG By-Law Committee
- Conduct outreach to new and existing students by providing tours as needed
- Aid the Peer-to-Peer program in their quarterly phone-a-thon effort

How to Apply

To be eligible for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:

- A resume.
- Two (2) letters of recommendation from Bellevue College staff, faculty, or administration.
- Letter of Intent that addresses the following questions.
 1. What skills and strengths do you possess that will enable you to be successful in this position?
 2. Describe what leadership means to you. Describe an experience you have had leading a team.
 3. Describe your previous involvement on campus.

4. What experience do you have working with administrators, high level officials, or previous bosses?
 5. Why are you running for this position? Why are you interested in Student Government?
- An unofficial copy of BC transcript.

*Items that are submitted in addition to those listed above will not be taken into consideration to insure equity.

Applications must be submitted to the Office of Student Programs, room C212

Student Programs Office Hours: 8:00 a.m. - 7:00 p.m. Monday-Thursday, 8:00 a.m. - 5:00 p.m. Friday. Closed weekends and holidays.

For additional information or to request an application, send an email to asgpres@bellevuecollege.edu or call 425-564-2295.