2019-20 Services and Activities (S&A) Fee Budget Analyst Application

Thank you for your interest in becoming the S&A Fee Budget Analyst for the Associated Students of Edmonds Community College (ASEdCC).

Why you should apply:

- This experience will look amazing on your resume, scholarship and university applications
- An opportunity to create a huge impact on the college and student life
- A chance to work closely with the college's staff, faculty, and administrators, and create personal network
- Learn new skills, and have valuable learning experiences

How to Apply:

To be considered for the Budget Analyst position, you must submit the following:

- A **cover letter** addressing the following points:
  a) Reasons for applying for the position
  b) Academic and career goals at Edmonds Community College and beyond
  c) Specific experiences and skills which are applicable to the position
- A **resume** outlining your work and volunteer experiences
- An **unofficial transcript** (in pdf or hard copy)
  - If EdCC is not the most recent institution attended, you may submit a transcript from your most recent institution attended
- **Current class schedule** (in pdf or hard copy)

You can but are not required to submit these **optional** materials to support your candidacy:

- Skills Evaluation form
- Letter of Recommendation
- Any other material that you believe supports your candidacy

Application deadline is October 31st 2019 @ 5:00 PM

Submissions:
Application materials may be submitted electronically **or** in hard copy.

- Send materials to Vanessa Zelenovic, Executive Officer for Budget and Finance, **asedcc_budget @email.edcc.edu or**
- Send materials to the Center for Student Engagement and Leadership (CSEL), Brier Triton Student Center 252.

<u>NOTE</u>: It is the applicant's sole responsibility to submit all materials by the deadline. Any late or incomplete submissions will not be reviewed by the Hiring Committee.

To start, complete the information below and return with your application materials.

Name: _____

Phone Number: _____

Email Address: _____

Will you be enrolled at Edmonds CC through spring quarter 2020? ☐ Yes ☐ No

<u>2018-19 S&A Fee Budget Analyst Requirements</u>

- ➢ Must be continuously enrolled for a minimum of 6 credits (international students for a minimum of 12 credits)
- ➢ Must have and maintain a minimum of 2.5 cumulative GPA or equivalent from Edmonds CC or from the most recent institution attended
- ➢ Be able to serve and work up to 10 hours per week from November 25th - April 30, 2020
- ➢ Make a strong commitment to the time and work that needs to be done.

Pay: $12.00 (Fall), $13.50 per hour (Winter & Spring)

S&A Fee Budget Analyst Position Description

Services and Activities Fee is a fee collected as part of students' tuition. It is used to support and enhance out-of-classroom experience for students at Edmonds CC. The funds collected are allocated to student programs and activities by the S&A Fee Budget Committee.

The S&A Fee Budget Analyst's primary responsibility is to review and audit all 522 program accounts for the 2018-19 fiscal year and minor review of the previous data. This position will provide beneficial financial data for the S&A Fee Budget Committee to make a better and informed decision.

Responsibilities:

1. Learn and become proficient with the use of FMS Query the college's budget accounting and reporting system.
2. Review each 522 account's approved budget and actual expenditures for alignment with stated goals and outcomes for the last year
3. Develop a system of reporting for each audited 522 account.
4. Meet with EdCC Business Office staff as needed.
5. Meet with 522 Account Directors as needed.
6. Meet weekly with the ASEdCC Budget and Finance Officer for updates and tracking.
7. Update the ASEdCC Executive Board on the status of the audit.
8. Present final report to the ASEdCC Executive Board and Services and Activities Fee Budget Committee prior to the end of winter quarter 2020.
9. Participate in the Service and Activities Fee Budget Committee deliberation process.
10. Other duties as assigned.

For more information about the application process or the position, please contact: Vanessa Zelenovic, Executive Officer for Budget and Finance, at ***asedcc_budget @email.edcc.edu***

Evaluation Form (Optional)

The skills evaluation form is to be completed by an instructor or supervisor who is familiar with your work and skills (no family members or friends). It may be submitted electronically or in hard copy.

For electronic submissions:
Send the letter and form to Vanessa Zelenovic, Executive Officer for Budget and Finance, **asedcc_budget @email.edcc.edu**

For hard copy submissions:
Send the letter and form in a sealed envelope with a signature on the flap to the following address:

Vanessa Zelenovic
Center for Student Engagement and Leadership
Edmonds Community College
20000 68th Ave W
Lynnwood, WA 98036

NOTE: The form should be sent directly by the evaluator.

Applicant's Name:_____

Evaluator's Name:_____

Evaluator's Signature:_____

Evaluator's Position and Agency:_____

Evaluator's Email:_____

Evaluator' Phone Number:_____

Relationship to Applicant:_____

Evaluator:
Please check the appropriate box for the description which best represents your assessment of this applicant. You may include any additional information which 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 and Confidence: ability to function effectively under stress; ability to set priorities;					
Management: ability to manage time effectively, ability to adapt to changes, ability to set and achieve goals;					
Diversity: willingness to understand and work with others that may have different values, opinions, ideas and beliefs;					
Communication Skills: verbal – can communicate clearly their ideas and thoughts with others;					
Communication Skills: written – can communicate concepts and ideas clearly in writing without spelling or grammatical errors;					
Communication Skills: listening – can listen for meaning and understanding and clarify when necessary;					
Assertiveness and Self-Reliance: can take initiative; is able to share their point of view with others;					
Self-Assessment Abilities: ability to self-assess own capabilities realistically and appropriately;					
Reliability and Energy Level: keeps commitments and is self-motivated;					
Judgment: uses critical thinking skills to problem solve effectively;					
Ethics and Values: has an awareness of ethical issues; is able to model appropriate behaviors;					

Additional Information:

Letter of Recommendation Form (Optional)

The letter of recommendation is to be completed by an instructor or supervisor who is familiar with your work and skills (no family members or friends). It may be submitted electronically or in hard copy.

For electronic submissions:
Send the letter and form to Vanessa Zelenovic, Executive Officer for Budget and Finance, **asedcc_budget @email.edcc.edu**

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Name:_____

Evaluator's Name:_____

Evaluator's Position and Agency:_____

Evaluator's Email:_____Evaluator' Phone Number:_____

Relationship to Applicant:_____

Evaluator:
Please compose a letter of recommendation for the student listed above.

The following topics should be covered in your letter:

- Applicant's commitment to their own success
- Applicant's performance/involvement history
- Applicant's experience, emphasizing potential strengths and qualities that fit in the specific position