

**JOB TITLE:** Associated Students of Centralia College Coordinator for Civic Engagement.

**RESPONSIBLE TO:** The Associated Students of Centralia College, the Associated Students of Centralia College President, the Director of Student Life and Involvement and Assistant Director of Student Life.

**GENERAL DESCRIPTION:** The Coordinator for Civic Engagement is a voting member of the Associated Student Governing Board. This position's primary responsibility is making a difference in the civic life of the Centralia College community and developing the combination of knowledge, skills, values and motivation to make that difference through both political and non-political processes.

**SPECIFIC RESPONSIBILITIES:**

Insure quarterly and ongoing voter registration.

Coordinate and plan educational workshops, programs and initiatives encourage civic engagement.

Coordinate Constitution Day on September 17<sup>th</sup>.

Coordinator National Voter Registration Day.

Assist in the coordination of Veteran's Day event.

Serve as the liaison Veteran's Center. Meet with the coordinator of the center once a quarter and report on events and issues to the student governing board.

Serve on Student Policy Council.

Ensure that other students appointed to Student Policy Council attend meetings. Keep ASCC Vice President up to date on student appointee attendance.

Be the student lead to Earth Day events.

Explore other means of civic engagement to promote to the students: service learning, volunteerism, political activism and environmentalism.

Serve as the student representative to Washington Community and Technical College Student Advocacy (WACTCSA) legislative group.

Assist in all aspects of Student Life and Involvement.

