

JOB ANNOUNCEMENT

Inter Club Council (ICC) Secretary

"I am extremely grateful for the opportunity to work as the ICC Secretary. This position gave me invaluable experience working in a collaborative environment with creative and talented individuals. This role has helped me hone my leadership and organizational skills and given me a platform to showcase my communication skills. Working with the De Anza clubs has been a fantastic experience and I highly recommend this position to anyone looking to take their professional development to the next level. I'm grateful to all the staff at the Office of College Life for helping me build a strong professional foundation that will serve me well in the future." – Joshua Gomes

Job Title: **Inter Club Council Secretary** - Student Employee position; See below for eligibility requirements.

Duties:

Under the supervision of the College Life Advisor:

- Provide clerical support for Inter Club Council
- Responsible for preparing ICC Agendas & Minutes for all ICC General Meetings (must be available on Mondays and Wednesdays 12:30 pm ~ 3:00 pm)
- Create and Distribute Correspondence Under Limited Supervision
- Answer the Office of College Life Phone
- File and update (on computer) all ICC Informational/Reference Forms (i.e. phone lists, club officers' lists, club advisor's list, ICC Calendar, ICC Codes, etc.)
- Assist the ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and ICC Advisor in performing duties pertinent to the ICC
- Assist with special events
- Assist with Inter Club Council (ICC), club, and college information
- Checkout equipment
- Maintain Club Mailboxes, Club Drawers in Club Room
- Maintain the cleanliness of the office
- Other duties as assigned

Qualifications:

- Ability to work cooperatively with diverse students, staff and community representing all groups and special interests
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic background of community college students
- English usage/understanding, vocabulary, grammar, spelling, and punctuation (Listening, Speaking, Reading and Writing)
- Ability to communicate effectively both verbally and in writing
- Ability to work independently on assignments
- Knowledge of office practices (Prior office experience helpful)
- Detail oriented
- Ability to use office equipment including computer, PA System, Overhead Projector, Fax Machine and Copier Machine
- Ability to Multitask
- Patience
- Proficient and Fast Typing/Keyboarding Ability
- Ability to use computers and software for word processing & spreadsheets (Microsoft Word & Excel) and use data entry software etc.
- Currently enrolled at De Anza
- May not be a current member of the DASB Senate, ICC Officer, Club Officer/ICC Rep, or Student Trustee due to possible conflicts of interest

Hours: Up to 19 hours per week.

The office is open 9:00 am – 5:00 pm Monday – Thursday and 9:00 am – 4:30 pm Friday (summer quarter hours vary)

Must be available to work Mondays and Wednesdays from 12:30 pm-3:00 pm and other hours to be arranged during the Winter and Spring quarters. Summer hours to be determined.

Student Employee Position Eligibility Requirements:

1. Must be enrolled in and maintain 12 units or more at De Anza College
2. Must have a 2.0 or higher cumulative and quarterly GPA
3. Cannot work more than 19 hours per week total for all on campus jobs
4. Should have attempted no more than around 90 units at De Anza and Foothill Colleges
(students can no longer be student employees once they have reached 180 attempted units at both De Anza and Foothill colleges)

Salary: \$17.60 per hour

Deadline: Until Filled **Date of Posting:** June 9, 2022

Start Date: As soon as possible

Applications are available online at www.deanza.edu/collegelife/jobs.html

Completed application must be submitted online

Information about the De Anza Office of College Life can be found on our web site at www.deanza.edu/collegelife