



*Striving for Student Success*

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## **Position Description Director of Administrative Affairs 2026-2027**

### **ASBTC Mission:**

To enhance the academic and personal lives of students by providing diverse and cultural opportunities with meaningful learning experiences that complement classroom education and enrich student life.

### **Position Description**

The ASBTC Director of Administrative Affairs is responsible for taking clear and accurate records of ASBTC meetings and keeping important documents organized and up to date. This role helps make sure ASBTC's decisions and actions are documented, easy to access, and preserved for future student leaders. The Director pays close attention to details, manages records responsibly, and summarizes meetings in a clear and easy-to-understand way.

### **Specific Duties and Responsibilities**

- Create official meeting minutes for all ASBTC meetings, including Executive Team, Senate, and Services & Activities Fee Budget Committee meetings
- Ensure meeting minutes accurately summarize key discussions, decisions, and outcomes
- Post approved meeting minutes to the appropriate ASBTC platforms within 48 hours of each meeting
- Share meeting minutes with relevant ASBTC members through appropriate ASBTC platforms within 48 hours after meetings
- Ensure all meeting minutes are accessible
- Record and post all motions and voting results in the Motion Manual
- Take attendance and announce quorum at Executive Team, Senate, and Services & Activities Fee Budget Committee meetings
- Track Senate attendance
- Organize and maintain all ASBTC records, including agendas, minutes, and supporting documents, in accordance with records management guidelines
- Format and maintain ASBTC governing documents
- Organize ASBTC applications used for recordkeeping and documentation
- Post Executive Team building assignments and share them through appropriate ASBTC platforms
- Serve as a voting member of the Services & Activities Fee Budget Committee



## **General Responsibilities**

- Work collaboratively with the Executive Team and Student Life staff to build community and improve student experience
- Engage with students and staff in the Student Center, at events, and across campus
- Identify, represent, and advocate for student needs
- Help plan, support, and promote at least one ASBTC-hosted event or activity per quarter that is inclusive, accessible, and engaging
- Maintain professionalism, reliability, and timely communication
- Support Executive Team operations, including meetings, training, retreats, and events
- Participate in BTC governance committees and report relevant information back to ASBTC
- Maintain at least four (4) weekly office hours during academic quarters
- Check ASBTC email regularly during the work week
- Meet consistently with the Student Life Director
- Use S&A funds responsibly and in accordance with the ASBTC Financial Code
- Attend Board of Trustees meetings and other college meetings as needed
- Provide executive reports and review meeting minutes prior to approval
- Maintain ASBTC bulletin boards, postings, and shared spaces
- Assist with New Student Orientation, Open House events, and other student engagement activities
- Collaborate with faculty to encourage student participation in ASBTC programs
- Participate in required training and statewide student leadership conferences, advocacy days, and planning efforts
- Ability to travel, including overnight travel, as necessary
- Complete required training (FERPA, ADA Canvas) and maintain confidentiality of student records
- Keep the Student Center clean, organized, and welcoming
- Prepare short written updates for BTC's monthly Notable News
- Update documentation and transition materials for future Executive Team members
- Request approval from the Student Life Director for schedule changes or remote work
- Submit payroll time reports accurately and on time
- Complete additional duties as assigned

## **Minimum Requirements for Eligibility**

- Be enrolled in at least 5 credits each fall, winter, and spring quarter
- Make satisfactory academic progress
- Maintain a minimum 2.50 quarterly and cumulative GPA
- Be at least 18 years old
- Remain in good standing under BTC's Student Code of Conduct
- Not hold another club officer position unless written permission is granted by the Student Life Director

## **Compensation**

- \$19.22 per hour, funded through Services & Activities (S&A) fees
- Position accrues sick leave
- Not eligible for state or BTC tuition waiver programs

### **Time Commitment**

- Up to 12 hours per week during fall, winter, and spring quarters (unless approved otherwise)
- Pre-fall training may require up to 20 hours per week
- Primarily weekday hours, with occasional evenings or weekends
- Position runs from late August through the end of spring quarter

### **Supervisor**

- Reports to and is supervised by the Student Life Director

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