



Striving for Student Success

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Director of Clubs & Outreach 2026-2027 Position Description

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 Clubs & Outreach is the main facilitator and point of contact for all recognized ASBTC Clubs & Outreach; supports Clubs & Outreach to promote success; assists with advisor training; and processes all club and organization annual recognition, fundraising forms, and event requests. This position requires excellent communication and organizational skills.

Specific Duties and Responsibilities:

- Support BTC recognized Clubs & Outreach
- Guide students through the requirements and procedures for forming new Clubs & Outreach
- Support Clubs & Outreach in completing fundraising paperwork
- Act as the liaison between all ASBTC recognized Clubs & Outreach and the ASBTC student government
- Report out all Clubs & Outreach activities and provide updates at Senate meetings
- Keep a current Clubs & Outreach list in the Student Center
- Host at least one Club Fair each year
- Keep electronic records of all club forms on ASBTC file storage application
- Keep physical club and organization records updated and organized in binder
- Attend at least one club or organization meeting per month during fall, winter, and spring quarters, to provide support to the various Clubs & Outreach and answer any questions about funding requests, processes, etc.

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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