



Striving for Student Success

Contact: asbtc@btc.edu | 360.752.8587 | Campus Center (CC) Room 300

Position Description Director of Policy 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 Policy represents student opinion and ASBTC initiatives, participates in legislative activities, networks with local politicians, supports Voter Registration initiatives, and serves as the ASBTC WACTCSA representative. This position is a highly visible position that requires the ability to speak to public audiences, political representatives, college administration, the BTC Board of Trustees, BTC employees, and community members, to represent student opinion and ASBTC initiatives.

Specific Duties and Responsibilities:

- Remain current on issues and concerns of BTC students
- Share and educate on information about our districts' local politician information
- Acquire a working knowledge of the Washington State legislative structure and bill procedures and provide updates on legislative issues that affect community and technical college students
- Share current, relevant legislation updates with ASBTC Executive Team, Senate, and student body
- Support Voter Registration initiatives and provide information and access to Voter Registration
- Meet quarterly with the BTC President to be mentored in legislative activities and actions
- Coordinate, participate in, and present the ASBTC's CUSP Legislative Action annual platform
- Attend CUSP's CTC Legislative Action statewide student platform development event
- Serve as the point of contact to CUSP's CTC Legislative Action student organization
- Coordinate and participate in CUSP's annual Advocacy Day
- Network with local politicians, including city, county, 40th and 42nd district, and federal representatives

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

Bellingham Technical College does not discriminate on the basis of race, color, national origin, religion, gender identity or expression, sex, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752-8354. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752-8345.