



Application Deadline: Monday, May 18, 2026, at 12:00 p.m. (Noon)
Late applications will not be accepted.

Contact Information

Name: _____

Address: _____

City: _____

State: _____

ZIP Code: _____

Cell Phone: _____

Email Address: _____

GPA and Program Information

Cumulative GPA: _____

Last Quarter GPA: _____

Total college credits completed: _____

Expected BTC graduation (quarter and year): _____

Program of Study: _____

Positions of Interest

You may apply for **more than one ASBTC Executive Team position** using a single application.

Please select all positions you wish to be considered for:

- President
- Director of Policy
- Director of Finance
- Director of Clubs & Outreach
- Director of Administrative Affairs

Required Application Materials

All required materials must be submitted for your application to be reviewed. Incomplete applications will not be considered.

Please include:

- Completed 2026–2027 ASBTC Executive Team Application
- Cover letter (maximum of 2 pages)

- Résumé
- Two professional references
 - Include name, title, contact information, and your relationship to each reference



ASBTC Executive Team Application Information

How to Submit Your Application

Submit all required application materials using **one** of the following methods:

- **Email:** asbtc@btc.edu
- **In person:** College Services Building, Room 300

About the Associated Students of Bellingham Technical College (ASBTC)

The Associated Students of Bellingham Technical College (ASBTC) represents BTC students and works to improve the overall student experience.

ASBTC Executive Team members serve as student leaders who:

- Advocate for student needs and concerns
- Represent student perspectives to college administration
- Help plan and support events, programs, and services
- Promote student engagement, leadership, and inclusion

All eligible students are encouraged to apply.

Period of Employment

August 2026 through June 2027

Interview Information

Interviews are tentatively scheduled for:

May 27, 2026

Minimum Qualifications

Applicants must meet **all** the following requirements:

- Minimum **2.50 quarterly GPA**
- Minimum **2.50 cumulative GPA**
- Enrolled at Bellingham Technical College from **Fall Quarter 2026 through Spring Quarter 2027**
- Enrolled in **at least 5 credits each quarter**
- **18 years of age or older**

Benefits of Serving on the ASBTC Executive Team

- Contribute to a positive and inclusive campus environment
- Develop transferable skills, including:
 - Leadership
 - Communication
 - Public speaking
 - Critical thinking
 - Project and budget management
 - Cultural competency
- Strengthen your résumé and professional experience
- Paid on-campus employment
- **Hourly pay rate: \$19.22 per hour**
- Build professional references and connections

- Be part of a collaborative student leadership team

General Responsibilities of Executive Team Members

All ASBTC Executive Team members are expected to:

- Advocate for student needs and concerns
- Work **10–12 hours per week** in the Student Center providing excellent student service
- Represent students in college decision-making processes
- Attend weekly Executive Team meetings
 - Example: Tuesdays, 3:00 p.m. – 5:00 p.m.
- Attend bi-weekly ASBTC Senate meetings
 - Example: Wednesdays, 11:30 a.m. – 12:30 p.m.
- Check ASBTC email and related communication tools at least **three times per week**, Monday through Friday
- Collaborate with fellow Executive Team members and the Student Life Director
- Plan, coordinate, and support student events and programs
- Facilitate **at least one event or program per quarter**
- Keep ASBTC bulletin boards and campus postings up to date
- Maintain professionalism, organization, and punctuality
- Serve on BTC governance or operational committees as needed
- Participate in required travel, including overnight travel when necessary
- Review meeting materials and minutes before meetings
- Obtain permission before working remotely, off campus, after hours, or during instructional breaks
- Complete additional duties as assigned

Available Positions

President

Director of Policy

Director of Finance

Director of Clubs & Outreach

Director of Administrative Affairs

Additional Information

Full position descriptions are available upon request.

For questions or accommodations, please contact:

asbtc@btc.edu

Accommodation

If you are applying for a job at Bellingham Technical College and have a disability and need special accommodation for the application process, please contact the BTC Human Resources Office at 360.752.8354.

Nondiscrimination/Equal Opportunity

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services.

The following person has been designated to handle inquiries regarding the non-discrimination

policies/Section 504: Allison Mack, Director for Human Resources, 360.752.8354, or hr@btc.edu.

For Title IX compliance, contact: Michele Waltz, Vice President of Student Services, 360.752.8440, or

title9@btc.edu. Mailing address: 3028 Lindbergh Avenue, Bellingham, WA 98225.
BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.

Immigration Reform and Control Act requirement

Federal law requires all new employees to submit proof of eligibility to work in the United States. You must submit these documents and complete an Employment Eligibility Form (I-9) within the first 3 days of employment.

Safety & Security Information

We are pleased you have chosen Bellingham Technical College as a potential place to work. The College administration wants to assure you that, as part of the BTC community, your safety and security are of primary concern. BTC staff are committed to making our campus a safe, nurturing learning environment. Review [BTC's Annual Safety & Security Report](#).