



Striving for Student Success

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Position Description President

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 President is a student leadership role that leads the five-member ASBTC Executive Team and Senate. This position represents the voices and interests of BTC students and helps guide student government decisions. The President speaks at meetings and events, works closely with college leadership, and serves as the main connection between students, ASBTC, and the Bellingham Technical College Board of Trustees, administrators, employees, and the local community to advocate for student needs and ASBTC initiatives.

Specific Duties and Responsibilities

- Chair ASBTC Executive Team and Senate meetings
- Create and post meeting agendas for Executive Team and Senate meetings at least 24 hours in advance
- Ensure all agendas are accessible
- Serve as the student representative on BTC's College Assembly and share relevant updates with the Executive Team and Senate
- Oversee the completion of Executive Team tasks and follow up as needed
- Support Executive Team members in meeting their responsibilities and goals
- Encourage, motivate, and collaborate with fellow Executive Team members
- Communicate regularly with the Student Life Director regarding agenda items, issues, and student concerns
- Serve as the primary liaison between ASBTC and college administration
- Represent student perspectives and ASBTC initiatives to college leadership
- Co-organize winter and spring Executive Team leadership retreats and team-building activities with the Student Life Director

- Interpret the ASBTC Constitution and Bylaws with guidance from the Student Life Director
- Stay informed about Washington State legislative processes and share updates that impact community and technical college students

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