

Student Senate for California Community Colleges

Region Student Intern

Job Description



Category: Part-time, Hourly (hourly)

Supervisor: Community Organizer

Position Approved: May 11, 2023

About the Student Senate for California Community Colleges (SSCCC):

The Student Senate for California Community Colleges (SSCCC) is a 501(c)(3) nonprofit student organization recognized by the California Community Colleges Board of Governors and Chancellor's Office as the official voice of all California community college students. The SSCCC was established in conjunction with local student body associations on May 7, 2006, so that the community college students of California may have a formal and effective means for participating in the formation of state policies that have or may have a significant impact on students. The SSCCC represents the students of the California community college (CCC) system in state-level shared governance and legislative advocacy.

The SSCCC Student Intern position is a part-time, at-will position reporting to the Community Organizer. The work of interns is intended to supplement - not supplant - the work that would be done by elected Regional Officers.

Student interns are expected to abide by Education Code 76061 and cannot hold any SSCCC statewide or regional position.

Responsibilities of the Student Intern:

For a one-year term, beginning in June and ending in May, Student Interns will engage in a range of activities to connect student leaders such as those below:

- Support the regional leadership with monthly meetings including developing agendas and contacting delegates and other student participants
- Participate in campus events to engage students and build a database

- Become knowledgeable in Education Code, Title 5, Brown Act, Robert's Rules of Order, and other laws, policies, or regulations that pertain to student governments
- Participate in weekly staff meetings and trainings
- Provide training in coordination with the Community Organizer
- Recruit students to give testimonies in specific areas, including at the Capitol, to journalists, or to partner organizations
- Gather information related to specific issues
- Attend monthly Region meetings
- Attend student government meetings in the region to keep student governments informed of SSCCC activities and advocacy
- Turn in a weekly timesheet

Job Highlights

By joining the SSCCC as a Student Intern, you'll be able to:

- Promote the mission, vision, and values of the SSCCC
- Meet other student leaders advocating for a more equitable, inclusive, and successful system for students
- Receive professional development
- Strengthen communication and networking skills
- Visit numerous campuses and be compensated for travel
- Engage with the campus leadership

Qualifications

- Be a California community college student in the region to which you are assigned and attending classes during their employment
- Ability to work independently and in a team environment
- Self-driven and independently motivated, can balance multiple projects at once and meet deadlines
- Computer literacy in Google environment particularly with Google documents and spreadsheets
- Have relevant student government experience
- Ability to travel to campuses and modify your schedule to be present at events

- Strong communication skills including public speaking and networking
- High level of dependability including ability to respond to phone calls, emails, and texts, in a timely manner, and attend meetings and hearings punctually and attentively
- Able to work up to 25 hours per week

Benefits

- Student Interns are provided 24 hours of sick time per year.
- Flexible hours

Salary

Student Interns are paid \$25 per hour.

Position approved by the Board of Directors May 11, 2023