

Northeast Iowa Community College iMPACT

Executive Application and Job Descriptions



Name: _____

Phone Number: _____ Email Address: _____

Home Address: _____

Shade in times you are unavailable and leave times you are FREE/available blank.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-9am					
9-10am					
10-11am					
11-12pm					
12-1pm					
1-2pm					
2-3pm					
3-4pm					
4-5pm					
5-6pm					



Northeast Iowa Community College

iMPACT Executive Application

Personal Information:

Name _____ Date of Birth _____ / _____ / _____

Address _____
city state zip-code

Home _____ - _____ - _____ Cell _____ - _____ - _____

E-mail _____

Are you employed elsewhere? If yes, where and number of hours per week: _____

Academics:

High School Attended _____ Year of Graduation _____

What is your NICC major? _____

Intended enrollment status:

Fall 20 _____

9+ Credits

Less than 9 credits

Not Enrolling

Spring 20 _____

9+ Credits

Less than 9 credits

Not Enrolling

Summer 20 _____

9+ Credits

Less than 9 credits

Not Enrolling

iMPACT Membership:

Positions you are interested in: *(please check all you wish to apply for)*

Executive Member of iMPACT

iMPACT Team Member

* Students wanting to be team members are not required to complete the following applicant questions or a formal interview.



Northeast Iowa Community College iMPACT Executive Application

Please answer the following questions on a separate piece of paper and attach it to your completed application. All submissions must be typed with a maximum word count of 100 words per question.

1. Why are you interested in serving with iMPACT?
2. Describe yourself as an individual and a leader. What personal skills, traits, and experiences will help you succeed in an iMPACT position?
3. Describe any previous work/extra-curricular experiences you have that would be relevant to the position you seek on iMPACT.
4. How did you choose NICC, and how do you feel about your experience so far?

Please list three references who can speak to your qualities as a leader or organizer.
(Include name, relationship to you and telephone number.)

Name _____ Relationship _____ Phone _____ - _____ - _____

Name _____ Relationship _____ Phone _____ - _____ - _____

Name _____ Relationship _____ Phone _____ - _____ - _____

Applicant's signature _____ Date _____

Submit all completed application materials to the Student Life office:

Calmar: Student Center
Student Life Office
Room 133

Peosta: Student Life Office
Room 135
(next to cafeteria)



Northeast Iowa Community College

iMPACT Executive Job Descriptions

Benefits

- Work a minimum of ten paid hours per week with a minimum of five regularly scheduled office hours.
- Prorated stipend available per semester pending involvement for each executive member
- Leadership experience
- Event planning, relationship building and professional growth opportunities

Qualifications

- Must be enrolled in a minimum of 9 credit hours during the fall and spring semesters throughout your term as an executive officer, unless specifically approved.
- Maintain a minimum of a 2.5 grade point average per semester and remain in good academic standing.
- Abide by the standards for student conduct as stated in the NICC student conduct code. Students within fractions of the conduct code could be dismissed from IMPACT.
- Excellent communication skills.
- Responsible and dependable at all times.
- Ability to work well with people of varying personalities.
- Willingness to represent the college professionally at all times.

Executive Officer Responsibilities

General

- Conduct tours for prospective students and families.
- Help with campus visit days and new student orientation days.
- Work minimal evening and weekend hours as needed.
- Promote a professional and positive image of NICC.
- Hold office hours in the Student Life office for planning and to complete campus projects (projects include: campus activities, community service, communication of events) a minimum of five scheduled office hours per week with a maximum of 20 hours per week.
- Attend the annual Leadership Conference/Programming Conference.
- Attend the statewide Legislative Conference in January.
- Serve on campus committees as a voice of the student body.
- Attend various meetings as requested and one executive member will represent the student body on the College Senate.



- Assist Admissions representatives
- Oversee, recruit and retain iMPACT Team members.
- Prepare agendas for and lead iMPACT team meetings.
- Meet weekly with the director of Student Life/Admissions.
- Learn elements of budgeting for campus programming.
- Track and maintain participation of iMPACT members.
- Create a weekly email/marketing to be sent to the student body.
- Other duties as assigned.

Programming

- Attend and facilitate campus events planned by iMPACT.
 - Examples include campus entertainment, intramurals, volunteer/community service, Student Crisis Fund, club fairs, etc.
- Plan, manage and encourage participation in community service activities.
 - Coordinate a minimum of one service activity each month.
- Recruit volunteers for activities.
- Organize and assist in planning the annual spring break service trip.
- Coordinate marketing/advertising for campus events.