Northeast Iowa Community College

iMPACT Officer Application
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Northeast Iowa Community College
iMPACT Officer 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 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)

☐ President of iMPACT

☐ Vice President of Activities

☐ Vice President of Community Service

☐ Vice President of Communications
Please answer the following questions on a separate piece of paper and attach it to your completed application. All submissions must be typed and maximum word count of 150 words per question.

1. Describe yourself as an individual and a leader, and discuss how your leadership experiences will benefit iMPACT.

2. Why are you interested in serving on iMPACT? Briefly explain and rank your interest in each position for which you are applying.

3. What personal skills, traits, and experiences will help you succeed in this position?

4. Describe any previous work/extracurricular experience you have that would be relevant to the position you seek on iMPACT.

5. iMPACT leaders rely on student input for programming decisions. What ideas do you have for how the leaders could solicit student input?

6. What ideas do you have for iMPACT to be a success, and what goals would you like to see iMPACT achieve in the upcoming year?

7. How did you choose Northeast Iowa Community College, 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.)

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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 104 (next to cafeteria)
Benefits

- Work a minimum of ten paid hours ($7.25) per week with a minimum of seven regularly scheduled office hours.
- Pro-rated 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 by the Dean/Assistant Dean of Student Services.
- Maintain a minimum of a 2.0 grade point average per semester and remain in good academic standing.
- Abide by the standards for student conduct as stated in the Northeast Iowa Community College student conduct code. Students with in 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

- Conduct tours for prospective students and families.
- Assist with online recruiting (instant messages, blogs, etc.).
- Help with Welcome Wednesday and other campus visit days.
- Help with Registration and Orientation days.
- Work minimal evening and weekend hours as needed.
- Promote a professional and positive image of Northeast Iowa Community College.
- Hold office hours in the Student Life office for planning and to complete campus projects (projects include: campus tours and activities, community service, communication of events) a minimum of seven scheduled office hours per week.
- Attend annual fall Statewide Leadership Conference/Programming Conference.
- Attend the statewide Legislative Conference in January.
- Attend and facilitate campus events planned by IMPACT.
- Serve on campus committees as a voice of the student body.
- Attend various meetings as requested by supervisor.
- Expectations will include but are not limited to a positive attitude, leadership, a quality work ethic and a minimum of 85% participation in mandatory events, failure to do so will result in a deduction of stipend.
**President**

Specific Duties of President:
- Serve as the chief executive officer and spokesperson for iMPACT.
- Oversee executive officers and iMPACT team members.
- Prepare agendas and post on Xpress in shared files.
- Lead executive meetings.
- Meet weekly with the director or assistant director of Student Life/Admissions.
- Manage budget for campus programming.
- Track and maintain participation of iMPACT members.
- Serve on campus wide committees.
- Serve as the student representative on College Senate.
- Create weekly email to be sent to the student body.
- Manage and organize student recruitment activities with the Admissions Office.
- Schedule iMPACT members to assist with Welcome Wednesday and other admissions activities.
- Attend the annual Association or Programming Campus Activities Conference in the fall and IACCT Legislative Conference in January.
- Other duties as assigned.

**Vice-President of Community Service**

Specific Duties of Vice President of Community Service:
- Plan, manage and encourage participation in community service activities.
- Coordinate a minimum of one service activity each month.
- Address campus beautification/infrastructure/green improvements.
- Recruit volunteers for activities.
- Student leader for planning and organizing the annual student crisis fundraiser.
- Organize, plan and participate in the annual spring break service trip.
- Attend the annual Association or Programming Campus Activities Conference in the fall and IACCT Legislative Conference in January.
- Other duties as assigned.

**Vice-President of Activities**

Duties of Vice President of Activities:
- Plan in conjunction with the director/assistant director of Student Life, all campus activities. All commitments made concerning entertainment must be first approved by iMPACT.
- Oversee all events from start to finish including planning, facilitating and assessing the event with assistance from the iMPACT team.
- Events may include: intramurals, entertainers, lectures, family events etc.
- Recruit volunteers for activities.
- Coordinate marketing/advertising for each event in conjunction with the vice president of communications.
- Attend the annual Association or Programming Campus Activities Conference in the fall and IACCT Legislative Conference in January.
- Other duties as assigned.

**Vice-President of Communications**

Duties of Vice President of Communications:
- Plan and implement publicity for iMPACT and all campus activities. Publicity may include: posters, table tents, outdoors signs, social media (twitter, Facebook, Instagram) etc.
- Daily updates to social media sites regarding all activities and events.
- Take photos at events or recruit a team member to assist.
- Draft and gather information for bi-weekly stall street journal.
- Insure all printed materials get hung around campus and also are taken down after event.
- Serve as the recorder of minutes for all iMPACT meetings. Post all minutes in Xpress shared files.
- All materials published must be approved by the director/assistant director of Student Life and at least one other iMPACT team member.
- Attend the annual Association or Programming Campus Activities Conference in the fall and IACCT Legislative Conference in January.
- Other duties as assigned.

**iMPACT Team Member**

Duties of iMPACT Team Member:
Any NICC student is eligible to become a team member of iMPACT. Students who choose to be a team member do not have to go through an interview process. Interested individuals may inquire in the Student Life Office. Team members are not paid for their participation but are afforded complimentary or discounted admission to many of the sponsored Student Life activities. Team members who are interested in giving student tours to prospective students should contact the Admissions Office.