

Associated Students of Tacoma Community College (ASTCC)

Minimum Qualifications for employment:

- *A minimum 2.5 GPA must be maintained during each quarter of employment*
- *Be enrolled for at least 10 credits per quarter. Exceptions can be made for the quarters during the Washington Legislative Session.*

ASTCC Legislative Liaison

This is a part-time student position in the Office of Student Engagement (OSE). The position of the Associate Students of Tacoma Community College's (ASTCC) Legislative Liaison job is to actively seek out TCC students' voices and needs. They will take this information and work closely with the ASTCC Executive Team to help inform TCC's legislative priorities for the upcoming legislative session, and will work closely with the Vice President of College Relations regarding advocacy work. They will act as the ASTCC student liaison between the TCC Vice President of College Relations, Washington Community and Technical Colleges Student Association and the Washington Student Association.

Position is paid at the same rate as OSE and ASTCC Executive Team, with a maximum of 17 hours of paid work per week, during the entire academic year (excluding summer quarter.)

The Legislative Liaison can utilize earning social science credit(s) through TCC for the hours they work during the Washington Legislative Session, beyond the paid 17 hours a week.

Responsibilities:

1. Attend ASTCC Senate meetings unless schedule conflicts with the legislative session.
2. Attend ASTCC Executive Team Meetings unless schedule conflicts with the legislative session.
3. Act as a voting Student Senator after passing The Student Senate Parliamentary Procedures Quiz.
 - a. Senator title will not be revoked during the legislative session or when the Senate meeting schedule conflicts with other priorities (class schedules, etc.).
4. Understand and have a working knowledge of the ASTCC's previous legislative agenda by including legislative priorities that had not come to fruition in years past in the current academic year's legislative agenda.
5. Works with the ASTCC Student Senate, ASTCC Executive Team, and ASTCC's student body to create a legislative agenda during the Fall/Spring Quarter that supports TCC students, public higher education students, and community and technical college students.
6. Serve on committees or councils as assigned, including the TCC Legislative Council. Partner with the Vice President, College Relations regarding advocacy work in Olympia and collaborate as a student liaison with Vice President.
7. Serves as the direct student liaison between ASTCC, WACTCSA, and WSA.
8. Develop a TCC Student Town Hall or Talking Circle with the ASTCC Executive Team where students' voices and issues are heard.
9. Participate in summer training/orientation, staff retreats, and weekly staff meetings.
10. Work closely with the WSA and WACTCSA during the Washington Legislative Session (starting on the second Monday of January: 105-day legislative session on odd number years and 60-day legislative session on even number years).

11. ASTCC's Legislative Liaison's duties during the Washington Legislative Session include (but are not limited to):

- a. Represent and advocate on behalf of their respective campus;
- b. Represent and executive the WSA/WACTSA legislative agenda;
- c. Maintain an active presence in Olympia during legislative sessions;
- d. Respond to bills, proclamations, and resolutions introduced by members of the Washington State Legislature, executive offices, and state agencies;
- e. Seek out TCC students during the legislative session to provide testimonies (in Olympia either virtually or written) on behalf of the Associated Students of TCC.

12. Attending WSA and WACTCA training when available.

13. Assist Vice President of Legislation and Records with voter registration efforts.

Preferred Qualifications:

- Interest in civic engagement, public policy, or political science.
- Passionate about lifting students' voices and make a difference
- Knowledge and training surrounding diversity, equity, accessibility, and inclusion.
- Experience with Microsoft Office suite.
- Affinity for leadership, advocacy, and team building.
- Ability to work independently and collaboratively
- Well-developed communication skills