

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ASCE STUDENT CHAPTER**



**First Year Representative
Application
2023-2024**

First Year Representative Application 2023-2024

Prospective Officer Information

Introduction

Thank you for your interest in the First Year Representative position. This unique opportunity will allow you to develop yourself in many ways, as well as provide a great service to your fellow classmates. Our ASCE Student Chapter is one of the strongest in the nation, and this is only made possible through the hard work of our members, officers, faculty, and department. Opportunities like this do not present themselves often and the experience of being on the ASCE Officer Board is very fulfilling. Please read the following information thoroughly and proceed to complete the subsequent steps.

First Year Representative Duties

The First Year Representative will attend all Officer and General Meetings. Your focus will be to recruit fellow classmates to attend and participate in ASCE events and programs. This position is to serve as an opportunity for first year transfers and freshmen to gain valuable exposure to the way the CPP ASCE Student Chapter functions and operates. This position will help provide tools that will further increase involvement with CPP ASCE. Tentative duties and desired leadership traits include but are not limited to the following:

- Arrive to all meetings on time (*punctual*)
- Publicize and promote ASCE events with non-members and classmates (*public speaking*)
- Commitment to ASCE duties (*dedication*)
- Desire to gain leadership experience (*goal-oriented*)
- Learn all officer position duties and assist as needed (*open-minded*)

Submission Guidelines

Application, Questionnaire and Resume

Applications are due in PDF format and are to be submitted via email to the CPP ASCE President, Katherine Wang, at cppasce.president@gmail.com by **5:00 PM on Friday, September 22, 2023**. Please title your application and email subject line "ASCE Officer Application - FirstName LastName". *Late/incomplete applications will not be accepted.*

Unofficial Transcripts

Unofficial Transcript are due in PDF format and are to be submitted via email to the Faculty Advisor, Dr. Simeng Li at sli@cpp.edu by **5:00 PM on Friday, September 22, 2023**. Please title your transcript and email subject line "ASCE Unofficial Transcript - FirstName LastName". *Late transcripts will not be accepted.*

Note: *When applying for the First-Year Representative position, you may also be considered to be a part of the CPP ASCE PSWS 2025 board. The positions are as follows:*

- *Fundraising Director*
- *Logistics Coordinator*

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Fundraising Director Duties

The Fundraising Director will attend all Officer and General Meetings. Your focus will be to recruit fellow classmates to join the PSWS 2025 board and seek fundraising opportunities. This position will develop fundraising strategies (i.e. organizing events, creating sponsorship packages, approaching companies directly, and more). Please note that by accepting this position, you commit to being a part of the CPP ASCE PSWS 2025 board for two consecutive years. Tentative duties and desired leadership traits include but not limited to the following:

- Arrive to all meetings on time (*punctual*)
- Desire to gain leadership experience (*goal-oriented*)
- Commitment to ASCE duties (*dedication*)
- Conducting comprehensive research into all available fundraising opportunities and studying past symposiums

Logistics Coordinator Duties

The Logistics Coordinator will attend all Officer and General Meetings. Your focus will be to recruit fellow classmates to join the PSWS 2025 board and actively contribute to the planning and execution of the Pacific Southwest Symposium (PSWS) scheduled to take place at CPP in 2025. Please note that by accepting this position, you commit to being a part of the CPP ASCE PSWS 2025 board for two consecutive years. Tentative duties and desired leadership traits include but not limited to the following:

- Arrive to all meetings on time (*punctual*)
- Desire to gain leadership experience (*goal-oriented*)
- Commitment to ASCE duties (*dedication*)
- Conducting research on past symposiums to facilitate the determination of event logistics

Closing

Again this is a unique opportunity to be a part of our Officer Board for the upcoming year. I highly encourage you to apply and put forth your full effort as selection could become very competitive. Becoming an ASCE Officer will benefit you in many ways and I look forward to reading your application.

Respectfully,



Katherine Wang, S.M.ASCE
ASCE Student Chapter President
California State Polytechnic University, Pomona



ASCE Student Chapter
California State Polytechnic University, Pomona

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Applicant Information

Applicant Name: _____

Date: _____ Date of Birth: _____

Major and Option: _____

Grade Point Average (Community College/High School): _____

Projected Unit Enrollment (Fall/Spring): _____

ASCE Member: Yes | No

Representative Position: Freshman | Transfer

Do you live on campus? Yes | No

Do you work? Yes, _____ hours | No

Please include a list or statement including your past club involvement or leadership positions, in addition to honors, recognitions, and notable achievements (resume will suffice).

Questionnaire

Please limit each response to 500 words, typed on a separate page.

1. Why do you feel that you are the ideal candidate for this position? Becoming a CPP ASCE Officer requires dedication, hard work, enthusiasm, innovation, and teamwork skills. Explain a time when you demonstrated these characteristics:

2. What are your future intentions for ASCE involvement? If appointed, what new ideas do you have to bring to ASCE?

3. Is there any other personal information you would like to share?