

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



**First-Year Representative**  
**2021-2022**

**Version 1.0**  
Revised August 30, 2021



**California State Polytechnic University, Pomona**  
American Society of Civil Engineers Student Chapter

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## **First Year Representative Application 2021-2022**

### **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, in addition to providing a great service to your fellow classmates. Our ASCE Student Chapter is one of the strongest in the nation. This is only made possible through the hard work and support of our members, officers, faculty and department. Opportunities like this do not present themselves often and the experience of being on the CPP ASCE Officer Board is very fulfilling. Please read and complete the following information thoroughly.

#### **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, Maryn Santiago, at [cppasce.president@gmail.com](mailto:cppasce.president@gmail.com) by **5:00 PM on Thursday, September 23, 2021**. Please title your application and email subject line "ASCE Officer Application - FirstName LastName". *Late/incomplete applications will not be accepted.*

##### Unofficial Transcripts

Unofficial Transcripts are due in PDF format and are to be submitted via email to the Faculty Advisor, Dr. Seema C. Shah-Fairbank, at [shahfairbank@cpp.edu](mailto:shahfairbank@cpp.edu) by **5:00 PM on Thursday, September 23, 2021**. Please title your transcript and email subject line "ASCE Unofficial Transcript - FirstName LastName". *Late transcripts will not be accepted.*

##### Interview

If selected, you will be interviewed by our First-Year Representative Application Committee on **Saturday, September 25, 2021**. Please maintain availability on this day as times are to be determined.

#### **Closing**

*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,

A handwritten signature in black ink, appearing to read "Maryn Santiago".

Maryn Santiago, S.M.ASCE  
ASCE Student Chapter President  
California State Polytechnic University, Pomona

