

First Year Representative Application 2025-2026

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, Alejandro Torres, at president@cppasce.org by **5:00 PM on Friday, September 26, 2025**. Please title your application and email subject line "ASCE Officer Application - FirstName LastName". *Late/incomplete applications will not be accepted.* Please be sure to include your GPA on your resume.

Interviews

Following the due date, all applications will be screened and candidates who are chosen to be interviewed will be notified. Interviews will take place in-person on **Friday, October 3rd** and **Saturday, October 5th, 2025**.

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.

Best Regards,

Alejandro Torres, EIT, S.M.ASCE
ASCE Student Chapter President
California State Polytechnic University, Pomona

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Officer Application From

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?