



Central Student Government

Executive Committee Applications

2015 – 2016 School Year

Please submit your resume and application materials, found below, to csg.applications@umich.edu by 12:00 AM on August 31, 2015. Please include the title of the position to which you are applying in the subject line of your email. Please limit your application, not including your resume, to 1000 words.

President: Cooper Charlton

Vice President: Steven Halperin

Chief of Staff Application

Job Description:

The Chief of Staff is responsible for overseeing the work of the Central Student Government commissions and executive initiatives. Commission Chairs report to the Chief of Staff, and the Chief of Staff advises the President on the work and progress of the Commissions. The Chief of Staff may be asked to attend meetings with administrators or student groups in place of the President or Vice President. The Chief of Staff shall serve as one of the principal advisors to the President on all matters pertaining to CSG.

Responsibilities:

- Attend CSG Executive Committee Meetings, Assembly, and University Council meetings. The Assembly meets every Tuesday night at 7:30pm in the Union.
- Oversee and manage the Executive Commissions. You will be expected to attend each commission meeting every other week.
- Organize monthly cabinet meetings. Cabinet meetings consist of all commission chairs and the Executive Committee.
- Solicit and receive reports from the various organs of CSG, and make a brief summary presentation monthly at Assembly meetings. This report will then be made available online.
- Coordinate professional development programs for Commission Chairs.
- Offer an objectives based framework to commission chairs on how to engage and recruit members.
- Require commission chairs to submit progress reports every three weeks to be compiled into a commission newsletter.
- Publish a report twice a semester regarding the “State of the Commissions”.

Skills Required:

- Previous management experience. Directly managing at least 10 individuals.
- Ability to work well under pressure.
- Strong organizational skills.
- Strong writing abilities.

Questions:

- What clubs and/or organizations have you been affiliated with during your time at Michigan? Please describe your involvement.
- Please describe your greatest accomplishment in a managerial role.
- Please describe a challenge that you faced in a managerial role and how you overcame this challenge.

Student General Counsel Application

Job Description:

The Student General Counsel (SGC) is the chief representative of CSG in matters before student judiciaries. The SGC may be asked to assist in writing amendments to the Compiled Code or Operating Procedures as needed. The SGC also assists the Election Director in administering the November and March CSG elections. The SGC is the principal advisor to the President on all matters concerning the Constitution, Compiled Code, and Operating Procedures of CSG.

Responsibilities:

- Attend CSG Executive Committee meeting, Assembly meeting, and University Council meeting. The Assembly meets every Tuesday night at 7:30pm in the Union while classes are in session.
- Be well versed in the All-Campus Constitution, CSG Compiled Code, and Operating Procedures.
- Help write and amend policies to ensure student rights and the student voice are protected and well represented.
- Oversee the 2015 *The Statement* amendment process.
- An average of 30 hours per week of work (Past CSG Executive Board members have worked between 10 and 70 hours per week--it fluctuates week to week).

Skills Required:

- Experience presenting before a judiciary.
- Strong writing abilities.

Questions:

- What clubs and/or organizations have you been affiliated with during your time at Michigan? Please describe your involvement.
- Do you have any experience interpreting legal documents? If so, please include a writing sample.
- Have you ever presented a case before a judiciary? Please describe your experience.
- Do you have any experience with the Central Student Judiciary? Please describe your experience.
- Please describe a challenge that you faced in a managerial role and how you overcame this challenge.

Treasurer Application

Job Description:

The Treasurer is the Chief Financial Officer of the Central Student Government. The Treasurer is responsible for drafting the semester Central Student Government budget and disbursing funds appropriated by the Assembly. In crafting the budget, the Treasurer will work closely with the Commission Chairs and the Chair of the Finance Committee. The Treasurer also sits on the Student Organization Funding Commission. The Treasurer is the principal advisor to the President on all matters regarding student finance and CSG expenditures.

Responsibilities:

- Attend CSG Executive Committee meeting, Assembly meeting, and University Council meeting. The Assembly meets every Tuesday night at 7:30pm in the Union while classes are in session.
- Regularly attend meetings of the Student Organization Funding Commission (SOFC)
- Educate the executive team, assembly, and commissions on the budget process
- Offer guidance to student orgs for the first two weeks, post funding.
- Hold the assembly accountable, reminding the assembly of their responsibility to designate funds.
- Consolidate budgetary reports from Regents Meetings in order to break it down to be sent to the student body.
- Attend two commission meetings a week
- Writing the semester budget.
- Coordinate fund disbursement trainings for SOFC Chairs, CSG Assembly members (Fall, Winter, and Summer), and CSG Executive Committee.
- Coordinate CSG Funding training for Commission Chairs.
- An average of 30 hours per week of work (Past CSG Executive Board members have worked between 10 and 70 hours per week--it fluctuates week to week).

Skills Required:

- Budgetary experience.
- Proficient in Microsoft Excel.
- Knowledge of Student Organization Funding Commission (SOFC) and Student Organization Account Services (SOAS) processes.

Treasurer Application (Continued)

Questions:

- What clubs and/or organizations have you been affiliated with during your time at Michigan? Please describe your involvement.
- Please describe your finance and/or accounting experience.
- Please describe any experiences you have sitting on SOFC or a comparable funding body
- Please describe any experience you have working with SOAS.
- Please describe a challenge that you faced in a managerial role and how you overcame this challenge.

Chief Programming Officer Application

Job Description:

The Chief Programming Officer (CPO) is responsible for organizing and directing events executed by the Central Student Government. The CPO assists the CSG Commissions and the Assembly in the planning and execution of events. The CPO is responsible for marketing CSG events to the campus community. The CPO shall work to host an event and/or create programming that engages CSG Alumni. The CPO is the principal advisor to the President on matters of student programming.

Responsibilities:

- Attend CSG Executive Committee Meeting, Assembly Meeting, and University Council meeting. The Assembly meets every Tuesday night at 7:30pm in the Union.
- Host and/or coordinate programming that engages CSG Alumni.
- Coordinate events sponsored or operated by CSG.
- Determine events CSG needs to be present at and staff those events.
- Acting as external face to student body.
- Principal advisor to the president on student programs.
- Attend two commission meetings a week.
- Work with Commission chairs and Assembly members to coordinate events.
- An average of 30 hours per week of work (Past CSG Executive Board members have worked between 10 and 70 hours per week--it fluctuates week to week).

Skills Required:

- Large-scale event planning experience.
- Development experience.
- Marketing experience.
- Organizational abilities.
- Ability to work well under pressure.

Questions:

- What clubs and/or organizations have you been affiliated with during your time at Michigan? Please describe your involvement.
- What is the largest event you've been involved in the planning of? Describe it. Please submit any documents you think are beneficial to our understanding of the event and your role planning it.
- What is one new event you would like to help CSG plan? Please describe it.
- Please describe a challenge that you faced in a managerial role and how you overcame this challenge.

Communications Director Application

Job Description:

The Communications Director oversees all communications of the Central Student Government. The Communications Director works closely with the CSG Executive Officers, Commission Chairs, and Assembly representatives to showcase the work of CSG to the campus community. The Communications Director is responsible for updating the CSG social media pages and website, and ensures all communications are accurate and up-to-date. The Communications Director assists in crafting press releases and speeches, advertisements, and messaging strategies. The Communications Director prepares regular briefings for the CSG Executive Board on campus issues. The Communications Director is the principal messaging advisor to the President and the main contact for all media inquiries.

Responsibilities:

- Attend CSG Executive Committee Meeting and Assembly Meeting. The Assembly meets every Tuesday night at 7:30pm in the Union.
- An average of 30 hours per week of work (Past CSG Executive Board members have worked between 10 and 70 hours per week--it fluctuates week to week).
- Daily press briefing for the CSG Executive Board. This will include, but not limited to, going through the local news and clipping the most relevant articles for the day (Detroit Free Press, Michigan Daily, Ann Arbor.com, MLive.com).
- Writing press releases.
- Maintain social media.
- Assisting in speech writing, advertising, and messaging.
- Attend two commission meetings a week.
- Develop release templates by second week of school.
- Establish relationship with local news outlets.
- Build tri-folds/posters for events that need to be staffed by CSG.
- Develop a strategic communications plan.

Skills Required:

- Strong writing skills.
- Experience working with media.



Communications Director Application (Continued)

Questions:

- What clubs and/or organizations have you been affiliated with during your time at Michigan? Please describe your involvement.
- What is your Twitter handle?
- Have you ever managed a Facebook page? If so, please describe your experience and submit all “insight” data during the time you managed the page.
- Please describe any marketing/communications experience you have
- Please submit a short writing sample.

Chief Operations Officer Application

Job Description:

The Chief Operations Officer (COO) controls and oversees all internal communications within Central Student Government and appropriately delivers incoming information to the needed officers. The COO works closely with the President and Vice President on daily functions of scheduling appointments, meeting preparation, strategic planning, and internal communications.

Responsibilities:

- Facilitate open dialogue and communication between the executive, judicial and legislative branches of government and University of Michigan administration.
- Funnel external emails to the appropriate person.
- Produce a shared calendar for the executive team,
- Produce and maintain a contact list for leaders of major student organizations
- Produce and maintain a staff person contact list for each college and the large departments therein.
- Produce and maintain a contact list for other student governing bodies in partnership with the external communications chair.
- Book meeting rooms for cabinet meetings and take attendance/minutes.

Skills Required:

- Highly organized.
- Experience maintaining multiple schedules.
- Effective communication skills.

Questions:

- What clubs and/or organizations have you been affiliated with during your time at Michigan? Please describe your involvement.
- Please describe your greatest accomplishment in a managerial role.
- What is one new initiative you would like to see CSG undertake? Please describe it.
- Please describe a challenge that you faced in a managerial role and how you overcame this challenge.