

APPLICATION FOR THE STUDENT SENATE'S INTERNSHIP PROGRAM



Dear Prospective Intern,

Thank you for taking an interest in the Student Senate's Internship Program! The Program is a way for students who have never participated in the Ohio University Student Senate to learn and get involved with our student government. Student Senate is a great place to meet administrators and student leaders, to learn about university issues, to sit on university-wide committees, to work on projects benefiting students all over campus, and to make decisions that affect the entire university community. Furthermore, interning is a great way to meet and bond with hard-working students extremely dedicated to bettering the student experience.

The Internship Program is designed for you to learn about Senate processes and procedure while taking an active role in Senate activities. As an intern you will help plan Senate-sponsored projects like Athens Beautification Day, Pride Week, Take Back the Night, and Diversity Awareness Week. You can also plan and work on other projects you believe will help and benefit students at Ohio University. (So, don't think that because you are an intern, you will be doing all the busy work for older members.)

Interns are expected to put in at least two hours of Senate-related work per week (though because many interns like working on senate so much they sometimes put in many more). One hour will be a meeting with all of the interns. At this meeting, the Intern Directors will help you transition into the organization. The other hour will be with a Senate Commission. Each week you will meet with the members of your Commission to discuss university issues, work on projects, and help plan events throughout the year.

If the intern program sounds intriguing and you are interested in the program, please fill out the attached application. Additionally, please create a resume highlighting some of your accomplishments and write a letter of intent. In the letter of intent, describe your resume more in detail, explain why you are interested in Student Senate, and tell us what projects you might want to work on while on Senate. **Applications are due in the Student Senate Office, 305 Baker.** At the time you hand in your application, please sign up for an interview (list posted on the door of the Student Senate Office). The short interview will consist of the Intern Directors getting to know you and your interests.

If you have any questions, please contact the Intern Directors: Kelsey Higgins, Stephanie Gregorc, and Jenn White. We will be more than happy to answer any questions you might have at that time as well.

We look forward to hearing from you,

Kelsey Higgins, Director of the Internship Program (kh277309@ohio.edu)

Stephanie Gregorc, Assistant Director of the Internship Program (sg404009@ohio.edu)

Jennifer White, Assistant Director of the Internship Program (jw141409@ohio.edu)

THE ROLE OF THE STUDENT SENATE



The Student Senate is comprised of over one hundred interns, senators, commissioners, staff members and executives. As dedicated students of the Ohio University community we carry out the following duties:

- Establish working relationships with the University and Athens communities;
- Maintain relationships with other governing bodies of the University;
- Propose policies and procedures within the Senate;
- Bring before the student body issues affecting their rights, privileges, and life as students and members of the Athens Community;
- Recommend students to sit on the Board of Trustees;
- Provide funding to recognized student organizations;
- Appoint students to University committees to ensure student input on all matters concerning the University.

Most importantly, however, we collectively represent the opinion of the student body of Ohio University to University administration, the Board of Trustees, the local and state governments, and any company that wishes to conduct business concerning Ohio University students.

STAFF AND COMMISSION DESCRIPTIONS

STAFF

The Staff is the backbone of our the Student Senate. The Staff is responsible for public relations work, university relations upkeep, IT issues, organization of Senate community service and social events, research projects, and regular student organization communication.

COMMISSIONS

Below you will find a brief description of each Commission on Student Senate. Commissions concentrate on addressing issues particular to a certain constituency or general issue on the Ohio University Athens Campus.

Academic Affairs: This Commission serves as a representative of student opinion on academic matters to the faculty and administration; promotes an educational environment that is conducive to the interests of students; addresses academic grievances; and reviews as well as recommends academic policies and procedures. The Commission maintains relationships with the Admissions Office, Advising Council College Committees, Deans' Council, Deans' Offices, Curriculum Council, Office of the Provost, and all other offices or organizations dealing with academic matters.

Black Affairs: This Commission represents black students who have grievances with the university; serves as a liaison with offices, departments, committees and organizations involved with the concerns of black students; gathers and publicizes information of importance to black students and black student organizations; works in collaboration with the Governmental Affairs Commission to inform students of relevant legislation; and promotes cultural awareness and increases multicultural programs available to the student population.

Governmental Affairs: This Commission coordinates and collaborates with student and community organizations, voter registration and voter mobilization campaigns, works with various city, county, state, and federal officials on legislation of interest to students, informs students of relevant legislation pending or passed, and works with organizations that are relevant to the goals and purpose of the commission. The Commissioner maintains relationships with elected officials and represents the opinion of the student body to them.

International Affairs: This Commission represents international students who have grievances with the university; serves as a liaison with offices, departments, committees and organizations involved with the concerns of international students; gathers and publicizes information of importance to international students and international organizations; works in collaboration with the Governmental Affairs Commission to inform international students of relevant legislation; and promotes cultural awareness and increases multicultural programs available to the student population.

LGBT Affairs: This Commission creates an awareness of LGBT, bisexual and transgender issues on campus; gathers and publicizes information of importance to the students who fall under the commission's jurisdiction; sponsors Pride Week; works in collaboration with the Governmental Affairs Commission to inform students of relevant legislation; and assists LGBT, bisexual and transgender students who have grievances against the university.

Minority Affairs: This Commission represents students traditionally underserved by the university community, including, but not limited to, students of various ethnicity's and nationalities, non-traditional students, students with learning disabilities, and students with physical disabilities. The Commission assists minority students who have grievance with the university; serves as a liaison with offices, departments, committees and organizations involved with the concerns of minority students; gathers and publicizes information of importance to minority students and minority student organizations; informs students of relevant legislation; and promotes cultural awareness and increase multicultural programs available to the student population.

Off-Campus Life: The purpose of the Off-Campus Life Commission includes, but is not limited to, helping students with landlord-tenant problems, working with the Center for Student Legal Services, and other issues that primarily affect students who live off campus.

Residence Life: This Commission addresses the concerns and needs of students living in the residence halls, monitors policies and decisions that affect students living in residence halls, advocates policies that will improve the quality of life on each of the residential greens, and maintains relationships with student organizations and university offices that affect the life of students living in the residence halls.

Student Activities Commission: SAC is the subdivision of Senate responsible for accepting funding requests, evaluating funding requests, and allocating funds for programs & events from the Student General Fund to registered student organizations at Ohio University.

University Life: This Commission addresses issues that do not fall under the jurisdiction of other commissions, including, but not limited to, health services, Inter Collegiate Athletic issues, environmental concerns, alcohol-related issues, Greek community issues, technology issues, and other issues affecting the general university community.

Women's Affairs: This Commission educates students in the community on all the issues which the commission considers to be relevant; provides information on violence against women; sponsors Take Back the Night; works in collaboration with Academic Affairs to address all curriculum related issues pertaining to women; assists individual women with specific university and community issues and concerns; and works in collaboration with the Governmental Affairs Commission to inform students of relevant legislation.

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Thank you for taking time to apply for a position on Ohio University Student Senate! For this application to be considered, please return this form (completed to the best of your ability), a letter of intent, and a current resume to the Student Senate Office, 305 Baker.

When, please sign up for an interview (list posted on the door of the Senate office) Acceptance into the Intern Program will be determined by review of and decision on each candidate's application and interview.

For more information, please contact Kelsey Higgins, Director of the Internship Program, at kh277309@ohio.edu.

PERSONAL INFORMATION			
Name			
Campus Address			
Phone		e-Mail	
Cumulative GPA		College	
Major			

COMMISSIONS IN WHICH YOU ARE INTERESTED	
First Choice	
Second Choice	
Third Choice	

REFERENCES			
Name		Relation	Phone
Name		Relation	Phone

By signing below I permit the Student Senate Executive Officers and Advisors to view any information contained within my Academic and Judicial Records.

SIGNATURE

DATE