

Missouri State University

Student Government Association

Cabinet Application

Dear Cabinet Applicant,

We would like to thank you in advance for your interest in SGA Cabinet. We are very excited that you have chosen to apply and look forward to reading your application. Being a Student Government Association Cabinet member is a large time commitment and requires complete dedication and professionalism. A cabinet member represents the university in all their work and is dedicated to enhancing Missouri State. Our expectation is that if chosen, you will carry out your work and projects with utmost professionalism, passion for Missouri State, and commitment to improving our university.

The theme of our administration is “Moving Ever Upward.” This represents Missouri State’s past success, such as new athletic facilities, new academic spaces, and higher enrollment, Missouri State’s current success, as well as a future of continued advancement for our university. Missouri State is no longer second in the state or a “back-up school” – Missouri State is a first-choice institution. It is our hopes that by the end of the year, our student body will share this mindset of being the best in the state. As a cabinet applicant, we expect that you have this same mentality. All of SGA’s future projects will reflect this dedication to making Missouri State more prominent.

We are looking for leaders who share our leadership values. We believe that leaders are best described as public servants. The goal of our administration will always be to work for the students, whom we serve. Each cabinet position represents the needs of the students in a certain area, and it is the job of that leader to address those needs and enhance the students’ experience regarding their particular area of focus. We owe it to the students to find cabinet members who share the values on which we were elected and who will strive to effectively serve the student body as their voice.

Your application should show how you are the most qualified for the position for which you are applying. As the official voice of the student body, it is necessary to have a group of competent individuals that will represent a diverse student body. Within your application, please include the following:

- Cover letter
- Résumé
- The completed application attached

Please submit your completed application in a sealed envelope and place it in the Director of Academic Affairs’ mailbox in the SGA Office in PSU 123. All applicants will receive notification of their interview time and location once all applications are submitted.

Applications are due no later than Wednesday, April 20th at 5 p.m.

All members selected to serve on cabinet must be available on Mondays and Tuesdays from 5:30-6:30pm for the entire 2016-2017 academic year.

All selected members must also attend the SGA Banquet on May 3rd at 5:30pm.

We would like to thank you again for applying. We hope that you are willing to join us in our mission of “Moving Ever Upward” and our effort to make Missouri State the best and biggest we can be. If you have any questions, please do not hesitate to contact us.

Adam Coffman – President – Adam1860@live.missouristate.edu

Brianna Duda – Vice President – Duda695@live.missouristate.edu

Brandon McCoy – Chief of Staff – McCoy116@live.missouristate.edu



Student Government Association Cabinet Positions

LEGISLATIVE:

Director of Academic Affairs

Address issues concerning the teaching, research, and service functions of MSU by providing educational and service programs to meet the needs and interests of our students and citizens

Director of Administrative Services

Address issues that deal with constructing and maintaining a safe, secure, well-maintained, competently staffed, efficient, functional environment conducive to, and for the purpose of, developing educated persons, specifically in the areas of Safety and Transportation, Facilities Management, and Planning, Design, and Construction.

Director of Diversity and Inclusion

Promote equity and diversity within the university community as well as the local community. The committee will be charged with advancing the understanding of diversity and inclusion and researching the needs and concerns of students.

Director of Information Services

This position oversees the usage of technology-related services on campus. Works collaboratively with administrative departments to promote student usage of Wi-Fi, MSU Mobile, BearPass cards, and the Missouri State website. Serves on IT Council, the Learning Management Advisory Committee, and Instructional Technology Advisory Committee.

Director of Public Affairs

Address issues promoting the general welfare of students at the university, community, state, and federal levels as well as promote all political affairs related to the welfare of higher education.

Director of Research and Development

This position is dedicated to hearing the voice of the students we serve; all research for all projects comes from this committee. This committee is dedicated to handling all surveys, as well as handling the development of all Student Government initiatives.

Director of Student Affairs Engagement

Focus on engaging the student body through programming, events, and addressing student concerns in regards to improving campus life.

Director of Student Affairs Programming and Services

Focus on the advancement and welfare of the student body especially, regarding student services and rights. This position oversees the continuance of Taylor Health and Wellness, the career center, the dean of student's office, and office of the registrar as well as student services.

Director of Sustainability

Work to address the promotion and advancement of sustainable practices and behaviors on the MSU campus. This will include researching proposal to submit to the Sustainability Commission as well as proposing university policies that upholds the commitment to sustainability.

Director of University Advancement

Promote the university throughout the community, state, and national levels as well as research any means of improving Missouri State athletics, student pride, and other aspects of our university.

Sergeant at Arms

The Sergeant at Arms assists the Speaker of the Senate with the internal functioning of the legislative branch. This includes: maintain order during senate sessions, record attendance, handle voting procedures, as well as any subsequent actions deemed necessary by the Vice President to ensure the success of the legislative branch.

Secretary of the Senate

The Secretary of the Senate will create the agenda for the Senate as well as maintain all Senate records, minutes, and legislation, and perform other duties as directed by the Speaker or the Senate. The Secretary of the Senate will also submit to the University Archives a record of the activities of SGA.

Speaker Pro Tempore

The Speaker Pro Tempore will serve as Parliamentarian of the Senate as well as be responsible for maintenance and changes to the SGA Constitution, Bylaws, and governing documents. The Speaker Pro Tempore also serves as chair for the Internal Affairs Committee.

***** The Speaker is elected by the senate and is not selected as a part of the cabinet application process.

EXECUTIVE:

Chief Communications Officer

Maintain communications and correspondence between SGA and members of the media (The Standard, Growl, etc), as well as between SGA and the student body.

Chief Financial Officer

Assist the president in forming the budget of SGA as well as making purchases for SGA. This person will also need to keep a running spreadsheet of all purchases.

Chief Information Officer

Maintain the SGA website and ensure that SGA software and computer systems are working properly so that information can be effectively released. They may also create any software or programs that assist the governmental process.

Chief Elections Commissioner

Oversee the Election Commission as well as plan and conduct the student body elections.

Chief Sustainability Commissioner

Oversee the Sustainability Commission which maintains the sustainability fund. Must review and approve proposals that encourage sustainability on campus.

Chief Title IX Commissioner

Oversees the Title IX Commission, which is dedicated on working to prevent sexual assault on campus. The commissioner will lead the commission and will work closely with Missouri State's Title IX coordinator, Green Dot coordinator, and the Title IX task force.

Chief Wyrick Commissioner

Oversee the Wyrick Commission. The Commission will review and approve projects for Wyrick Proposals that are capital improvement projects.

STUDENT GOVERNMENT APPLICATION

2016-2017 Cabinet Application General Information

APPLICANT INFORMATION:

Name: _____

Local Address: _____

Phone: _____ E-Mail: _____

Position(s) of Interest: 1) _____

2) _____

3) _____

EDUCATION:

Major(s): _____

Minor(s): _____

Completed Hours: _____ Anticipated Hours for Next Semester: _____

Cumulative GPA: _____ Expected Graduation Date: _____

REFERENCES:

Name: _____

Relationship: _____ Phone: _____

Name: _____

Relationship: _____ Phone: _____

INVOLVEMENT: *(List expected involvement with other organizations, both school related and extracurricular, as well as any additional employment, during the upcoming school year.)*

Activity/Organization	Position	Meeting date/time

ESSAY QUESTIONS: *(Please type your answers on a separate sheet. Each response should be brief; limited to 500 words an answer. We are looking for clear and direct responses.)*

- 1) For each position(s) you are applying for, please answer the following questions.
 - a. Why are you interested in this specific position?
 - b. What are ideas that you have for SGA as related to the position that you are applying for?
 - c. How do you think the position you are applying for can benefit the student body?
- 2) Take one of the ideas that you listed above and create a detailed plan of action (this plan would fully explain how you would accomplish this including the steps you would take).
- 3) What do you think is SGA's role in the campus community, and how do you think that role can be strengthened?
- 4) How have you used your strengths in past positions of leadership to solve problems with peers?
- 5) Briefly describe your philosophy when it comes to being a leader.

DISCLAIMER AND SIGNATURE:

I certify that my responses on this application are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date