



**2013-2014 Staff Application**  
**Due: April 17, 2013 at 5 PM**

Name:	
Year in School:	
Major/Minor:	
GPA:	
Email:	
Phone Number:	

**Please select at least one position you wish to hold. If you are interested in more than one position, rank them with 1 being your first choice. See the following page for a description of each position.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*\*\*Most positions are paid. Exact dollar amount is pending.*



**Executive Counsel** will work with the president on a daily basis. The Counsel must be acutely familiar with the SGA Constitution and Bylaws, as well as with court precedent and all binding legislation. The Executive Counsel may serve as an assistant to the president if needed to attend meetings or to perform administrative tasks.

**Assistant to Executive Vice President** will need to be organized and willing to help the EVP with planning for Senate retreat and other SGA events/activities throughout the year. The EVP will be working specifically on renovating the Student Activities Center, re-innovating the SGA Cares Program, and ensuring a productive Senate.

**Assistant to Academic Vice President** will perform a variety of tasks assigned by the AVP. The duties will consist of writing reports and attending meetings with faculty and staff. The assistant must be able to multi-task and work under pressure of time constraints. The assistant must be able to conduct a lot of work on his/her individual time but will be expected to work quickly and to produce sufficient results. The assistant must be available and actively engaged in all Senate meetings and SGA functions.

**Assistant to Services Vice President** will work to improve services provided to students, including parking, dining, sustainability, safety, and housing. Duties include: an individual year-long project, of the assistant's choosing, which actively seeks to improve services on our many campuses, working with the Research Specialist to obtain needed data pertaining to the goals of the SVP, attending various service-oriented committees, and assisting with various outreach programs specific to student services. The assistant must be available and actively engaged in Senate meetings and SGA functions as assigned. The assistant must be available for set weekly office hours and be willing to accomplish weekly goals as assigned by the SVP.

**Director of Communication** will be responsible for promoting SGA initiatives, events, and projects. This position requires quick turn-a-rounds and an ability to work with a wide range of staff members, faculty, and students. Applicants must have some experience using programs like Final Cut Pro (or an equivalent), Adobe Photoshop, InDesign, After Effects, as well as online applications like Google Docs. Graphic design is a key part of this position as you'll be working to create flyers, banners, handouts, brochures, t-shirts, signs, and other items to promote the branding of SGA. This position will oversee all visual media that SGA outputs including videos (CardCast), photography of events, and social media postings (Facebook, Twitter, OrgSync, Livestream). Finally, the Director of Communication will serve as a designer and manager for the SGA website, which keeps all students up to date on SGA initiatives and happenings.

**Research Specialist** will assist the SGA Executive Officers with research related to SGA goals, especially those involving changes to university policy. Applicants for this position would ideally have research experience of some capacity. The Research Specialist should



be familiar with UofL's benchmark institutions in preparation for research responsibilities.

**Student Athletic Director** will be responsible for voicing student interest, leading the ticket allocation process, serving on the ULAA Board of Directors, and developing strategies to increase school spirit and student participation in athletic events. The Student Athletic Director will also chair the Student Athletic Council.

**Task Force Freshmen (TFF) Coordinator** will be responsible for facilitating SGA's Task Force Freshmen program. Duties include, but are not limited to, scheduling/leading meetings and a retreat, mentoring, developing close relationships with the SGA executive branch, teaching leadership development, and ensuring accountability of all freshmen involved. The Task Force Freshmen Coordinator should expect to create a TFF application and to help interview candidates for the program in the fall.

**Political Coordinator** will work closely with the SGA President to plan campus and state-wide events for college affordability. The Political Coordinator will be responsible for facilitating SGA's Kentucky Higher Education Lobbying Program (K-HELP). Applicants must have an unbiased appreciation for state and local politics. Applicants with connections to current community leaders are preferred, but this criterion is not required.



**Please answer *all* of the following questions:**

**What time commitments will you have this summer and next school year?**

**Briefly state why you are qualified for each position that interests you.**

**What do you think SGA's top priority should be? Explain.**



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**How would you grade SGA in the past? Describe events and initiatives that have or have not worked.**

**\*\*Please return a completed application with a resume to the Dean of Student's office located in the SAC by Wednesday, April 17, at 5 PM. You will be contacted after turning in your application for an interview. Interviews are scheduled to begin on April 19th.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_