

Dear Applicant,

Thank you for your interest in joining Emily's, Megan's and my team, as we become the next President, Vice President of the Student Government Association and Trustee. The next few weeks are very important because we are looking to hire a diverse, qualified, and exciting team of individuals who will work with us to accomplish many of our goals as well as develop several projects of their own in order to better the overall UMass experience. We are looking for students outside of the SGA, within the SGA, members of various RSOs, no RSO experience, first year students, fourth year students, veterans, minority students, international students, athletes, and more.

As a member of our cabinet, there are several characteristics that we are looking for that would help you and the SGA overall thrive in its role of serving students. We are looking for individuals who are:

- Team players
- Enthusiastic about serving students
- Adaptable
- Open to receiving feedback
- Accepting of all students and their beliefs
- Able to take direction from the President and Vice-President
- Honest and responsible
- Committed

Also, as a member of the cabinet, there are certain expectations that you will be required to uphold and practice throughout your term. You will be expected to:

- Work on average, a minimum of 10 hours a week.
- Have office hours.
- Attend weekly Senate meetings and provide a verbal or written report to the Senate (Mondays at 7PM in Campus Center 163).
- Attend weekly cabinet meetings (Times TBD).
- Have a weekly or bi-weekly 1 on 1 meeting with Zac or Emily.
- Log your payroll hours by Thursday at 2:30.
- Discuss with the Secretary of Finance any and all matters relating to SGA finances.

When submitting your application, we ask that you include an updated resume. On the next page, you will find a series of questions that we would like for you to answer before your interview with Emily, Megan and I. The first section contains questions you must answer, no matter what cabinet position you are applying for. They are there so that we can get to know you better. The second section contains questions that are specifically geared towards the cabinet position you are applying for. Please answer all questions honestly. Please submit your application no later than Thursday April 4th by 5PM. You can email us your application to zjbroughton1@gmail.com . Thank you so much for your interest in the SGA Cabinet! We look forward to meeting with you!

Best,

Zac Broughton
President-Elect

Emily Hajjar
Vice President-Elect

Megan Kingston
Trustee-Elect

First Section: Tell us about yourself!

Your Name:

Major:

Year of Graduation:

Position you are Seeking:

Email Address to contact you for an interview:

Times/Days you are available for an interview (Must happen between April 4-12):

Are you able to be here and work over the summer?

Are you a member of any Registered Student Organizations, Agencies, or Student Businesses? If so, which ones?

What leadership roles have you had on campus?

What leadership roles have you had off campus?

Do you have any experience working in or with the Student Government Association?

Do you have any plans yet for after graduation? If so, what?

Second Section: Cabinet Position

ONLY ANSWER THE QUESTIONS UNDER THE CABINET POSITION THAT YOU ARE APPLYING FOR! Write as much as you need to but please be as brief as possible.

Secretary of Finance:

What experiences have you had in the past that make you feel you are qualified for this position?

Please explain what the Student Activities Trust Fund (SATF) is:

What is the difference between a Fee and Revenue Account?

If you were the Secretary of Finance, what are some things that you would like to do with the position?

Do you have any fundraising experience? If so, what?

Why do you want to be the Secretary of Finance?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of the Registry:

What experiences have you had in the past that make you feel you are qualified for this position?

Please describe any and all experiences you have had working with Campus Pulse? Please include any changes you feel must be made in order to make it more user friendly.

Have you ever been a member of an RSO, Agency, or Student Business? If yes, please identify a challenge that you have faced and what actions you took to overcome it.

If you were to be the Secretary of the Registry, what are some things that you would like to do with the position?

Why do you want to be the Secretary of the Registry?

Is there any other information that you would like to share with us that you feel we should know?

Attorney General:

What experiences have you had in the past that make you feel you are qualified for this position?

Have you ever gone through the judicial process here at UMass Amherst, if so, for what? As a result, what do you think the judicial process should be? What would you change? (You are not required to answer the first part of this question however if you do, it will not be used against you).

Have you ever had a job or a position in which you are responsible for supervising others? If yes, what was it and how many did you supervise? If no, what qualities do you have that you feel would make you a good supervisor?

Why do you want to be the Attorney General?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of Outreach:

What experiences have you had in the past that make you feel you are qualified for this position?

As the Secretary of Outreach, you are essentially the “Secretary of State” between the SGA and the undergraduates. What will you do throughout the year to increase student awareness of and involvement with the SGA?

Year after year, the SGA elections continue to average 13% student participation (approximately 3,000 students) out of 21,000 undergraduates. What do you think the SGA must do in order to get more students to vote?

What social media outlets do you use? For example, Facebook, Twitter, Youtube, Pintrest, Instagram, etc?

Why do you want to be the Secretary of Outreach?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of Sustainability:

What experiences have you had in the past that make you feel you are qualified for this position?

What is the campus sustainability initiative and what are your opinions on it? How can it be improved?

What are some sustainability initiatives/projects do you feel the SGA could do to help make our campus greener and less wasteful?

What is your opinion of the current state of the campus wide recycling program?

Do you know about the SGA Bike Share program? If yes, do you know of any other sustainable services that the SGA can help provide to students beyond the Bike Share program?

Why do you want to be the Secretary of Sustainability?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of Diversity:

What experiences have you had in the past that make you feel you are qualified for this position?

What does diversity mean to you?

What can the SGA do to promote and celebrate diversity here at UMass?

What would you do to increase diversity within the SGA?

Why do you want to be the Secretary of Diversity?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of Veterans Affairs:

What experiences have you had in the past that make you feel you are qualified for this position?

Are you a veteran?

What do you think the SGA can do to help better serve our veterans and assimilate them to campus?

What do you think are the top priorities of the veteran community that the SGA should focus on right away?

Why do you want to be the Secretary of Veterans Affairs?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of University Policy:

What experiences have you had in the past that make you feel you are qualified for this position?

Have you ever done any previous advocacy or policy work?

This position is very broadly focused, what areas of university policy do you think the SGA should focus on when it comes to the university?

Why do you want to be the Secretary of University Policy?

Is there any other information that you would like to share with us that you feel we should know?

Secretary of Web Management:

What experiences have you had in the past that make you feel you are qualified for this position?

Do you know how to manage a website, for example, add/delete things, change pictures, write code, etc?

If you could make the SGA website better/more user friendly, what would you do? www.umass-sga.com

Why do you want to be the Secretary of Web Management?

Is there any other information that you would like to share with us that you feel we should know?