



**Student Government Association
SGA Director/Staff Application**

Part 1: Personal Information

First Name: _____ Last Name: _____ M.I. _____

G#: _____ E-mail: _____

Campus/Local Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Year in school: FR SO JR SR Grad

Major(s): _____ Minor(s): _____

What SGA Director/Staff position(s) are you interested in? (put in order of preference):

Part 2: Resume

Provide a resume, which includes your campus involvement and any work experiences you may have had.

Part 3: Release Statement

Please read the following statement and sign below:

I have read and understand the position description (which includes position responsibilities) for the Student Government Association. I give the Administrative Coordinator for SGA permission to confirm my academic and disciplinary standing.

Signature

Date

Part 4: Essay Questions

In two pages or less, please answer the following questions in essay form and return your responses with the application.

1. What SGA Director/Staff position(s) are you interested in and why?
2. What leadership skills do you bring to the position(s) and SGA?
3. What do you think may be the greatest challenges for the Student Government Association and how do you feel you can overcome challenges?

Your application and essay question responses must be returned to the SGA President or Vice-President, Blum Union, Room 217 by April 1 at 4pm.

Executive Board Job Responsibilities

General Guidelines:

- Failure to meet these job responsibilities is grounds for removal from office.
- The President of SGA is the supervisor for all positions unless otherwise noted. All positions shall also complete any tasks provided by the President of SGA.
- The hourly wage denoted herein may be increased or decreased due to inflation at the recommendation of the SGA Advisor or his/her designee.

President of SGA

Job Payment: \$9.00 hourly for 20 mandated office hours/week

Job Level (see Constitution): SGA President

Job Responsibilities:

- Approve/Veto all legislation put forth by SGA Senate
- Represent the Association and SGA in all matters
- Enforce all provisions of the constitution and by-laws and all other rules of the SGA
- Make recommendations to the SGA Senate on matters deemed necessary for action
- Monthly meetings with the University President
- Weekly meetings with the Vice President for Student Affairs
- Maintain relations with other members of the University President's cabinet
- Serve as a student representative on University committees
- Appointments to various committees/boards as defined in the Constitution/Bylaws/Policies

Vice President of SGA

Job Payment: \$9.00 hourly for 15 mandated office hours/week

Job Level (see Constitution): SGA Vice President

Job Responsibilities:

- Be the presiding officer of SGA Senate
- Shall take over the responsibilities of SGA President in his/her absence
- Shall supervise all SGA Senate standing and special committees
- Weekly meetings with the Vice President for Student Affairs
- Ensure a productive office environment
- Other duties assigned by the SGA President

Director of Finance

Job Payment: \$9.00 hourly for 8 mandated office hours/week

Job Level (see Constitution): Appointed Director

Job Responsibilities:

- Establishment and maintenance of a Financial Oversight Committee
- Establishment and maintenance of an Appropriations Committee
- Conducting the RSO Appropriations process at the beginning of the Fall Semester
- Maintenance of the budget of SGA
- Providing weekly reports to the SGA Senate on the state of the SGA Budget
- Coordination with the Director of Student Relations on marketing campaigns for RSO Appropriations and FOC funds
- Maintenance of the SGA Bylaws concerning funding
- Other duties as assigned by the SGA President or Vice President

Director of Student Relations

Job Payment: \$9.00 hourly for 10 mandated office hours/week

Job Level (see Constitution): Appointed Director

Job Responsibilities:

- Establishment and maintenance of a Student Relations Committee
 - Oversee all events by SGA including, but not limited to:
 - SGA Week & Heart Your Union
- Press releases as needed to Griffon News and work with Student Director of External Relations on external press releases if needed
- Serve as SGA liaison to CSI Director
- Maintain relations with MWSU RSOs
 - Ensure they are informed of SGA services and needs are met
 - Plan and execute President's Leadership Council as needed
- Other duties as assigned by the SGA President or Vice President

Student Director of External Relations:

Job Payment: \$9.00 hourly for 8 mandated hours/week

Job Level (see Constitution): Appointed Director

Job Responsibilities:

- Visits to the state capitol as deemed necessary or as prompted by the Executive Board or University Director of External Relations
- Maintain files on legislation that is pertinent to Missouri Western
- Regularly attend St. Joseph City Council meetings and maintain contact with city officials

- Attend County Commission, St. Joseph School District meetings, and Chamber of Commerce meetings as deemed necessary
- Have an understanding of all forms of local government
- Chair External Relations Committee
- Monthly meetings with the University Director of External Relations
- Draft resolutions of support or opposition to pending legislation

Assistant Director of Homecoming

Job Payment: \$1,500 scholarship for completion of all responsibilities, otherwise the scholarship may be revoked

Job Level (see Constitution): Appointed Assistant Director (ex-officio)

Job Responsibilities:

- Establishment and maintenance of a Homecoming Committee
- Coordinating all Homecoming activities with the Center for Student Involvement
- Coordination with the Homecoming Advisor
- Planning and carrying out fall Homecoming

Secretary of the Senate (not a cabinet level position)

Job Payment: \$9.00 hourly for 6 mandated office hours/week

Job Level (see Constitution): SGA Staff

Job Responsibilities:

- Attend SGA Senate Meetings
- Take Minutes at SGA Senate Meetings
- Form the Agenda for SGA Senate Meetings and send to Vice President for approval
- Manage Legislation of the SGA Senate
- Cooperate with the Executive Board to maintain an informational bulletin board
- Send Emails to SGA Senators notifying them of SGA Senate meetings and providing the minutes for approval, agenda, and legislation for those meetings
- Ensure the SGA Legislation Policy is followed including named persons or entities being notified of legislation

GriffsGiveBack Directorship

Job Payment: \$9.00 hourly for 8 mandated office hours/week (effective Fall 2017)

Job Level (see Constitution): SGA Staff

Job Responsibilities:

- Develop programs, incentives and projects to encourage volunteerism in student body and staff
- Direct volunteers to program opportunities
- Host regular meetings with United Way personnel, to encourage cross-program participation
- Create and maintain list of volunteering opportunities, including on and off campus choices as well as contacts for on campus volunteering organizations

- Report program effectiveness to SGA each semester, outlining at least one new project/program or project/program improvement each semester
- Grow size and scope of office and programs each year
- Develop a constitution and/or bylaws of procedures by Fall 2017

Chief Justice of the Judicial Branch

Job Payment: \$500 scholarship (\$250 each semester, no mandated office hours, must meet their Job Responsibilities or the scholarship may be revoked)

Job Level (see Constitution): Chief Justice

Job Responsibilities:

- Maintain the Judicial Branch
- Work with the Justices to ensure the responsibilities of the Judicial Branch are achieved
- Attend trainings as called by the SGA President or Judicial Branch Advisor
- Coordinate the training of Justices
- Serve as the Elections Commission for elections of the SGA
- Serve as a tiebreaker vote during hearings
- Attend SGA Senate Meetings and provide information requested by the SGA Senate
- Other duties as assigned by the SGA President or Vice President

Requirements:

- 2.5 GPA
- Enrolled full-time (12 credit hours undergraduate, 9 credit hours graduate)
- Maintain good standing with the University

Justice of the Judicial Branch

Job Payment: None

Job Level (see Constitution): Justice

Job Responsibilities:

- Be available a reasonable amount of time weekly to hear cases at the request of the Chief Justice
- Serve as the Elections Commission for elections of the SGA
- Attend trainings as called by the Chief Justice, SGA President, or Judicial Branch Advisor
- Other duties as assigned by the SGA President, Vice President, or Chief Justice of the Judicial Branch

Requirements:

- 2.25 GPA
- Enrolled in at least 6 credit hours
- Maintain good standing with the University