

2010-2011 ASSOU Cabinet Application  
**PLEASE READ BEFORE TURNING IN APPLICATION**

Application Schedule

Applications will be due (to the Student Affairs Office, SU 322) by **5pm, Wednesday, May 19<sup>th</sup>**

All applicants will be contacted to schedule interviews upon receipt of their application materials. Applicants will be informed about Cabinet appointments no later than Tuesday, May 25<sup>th</sup>.

The following positions are available:

Executive Director of Governmental Affairs	Director of Multicultural Relations
Executive Director of Administration and Finance	Director of Gender and Sexual Diversity
Executive Director of Communications & Web Management	Director of Student Activities and Leadership
Executive Director for Student Advocacy	Director of Student Life and Academic Affairs
	Director of Environmental Affairs

Application Requirements

1. Complete and turn in the attached ASSOU Cabinet Application.
2. Please include a resume listing those jobs/appointments/volunteer experiences that demonstrate knowledge and skills relevant to the Cabinet position for which you are applying.
3. Please locate the name of the job in which are you interested below. Then complete and turn in a paragraph answering each supplemental question listed under that title with the rest of your application materials.
4. *If you are applying for multiple Cabinet positions, please repeat steps 1 and 3 for each additional position.*

Executive Director of Governmental Affairs

1. As Director of Governmental Affairs, you will play a large role in next spring's voter registration, education and turnout drive. Please describe why electoral work is important and how you will ensure that SOU has a successful vote drive.
2. Please describe an example of when you organized a group of students around a common goal or campaign. Discuss how you motivated and mobilized the people you were working with and the tactics you used to make the project successful.

Executive Director of Administration and Finance

1. Describe your experience in providing trainings. How will you ensure that next year's student fee committee members receive adequate preparation so that they may be knowledgeable and effective participants in SOU's student fee process?
2. Describe how you have made financially responsible decisions in the past and how you can maintain this responsibility as the Executive Director of Administration and Finance when managing ASSOU's budget.
3. As Executive Director of Administration and Finance, you will play a vital role in revamping the student fee process. Please describe your experience with SOU's student fee process in the past and changes you wish to see within it for the future.

Executive Director of Communications and Web Management

1. How do you plan to balance media work (around on-campus events, statewide issues effecting students etc) with general ASSOU visibility and campus communication?
2. Describe how you hope to make ASSOU efforts more visible on campus and help more students pay attention to/participate in the work that student government does at SOU?

3. Please write a sample letter to the editor (250 words or less) in which you describe what you see as the most pressing issue facing students attending Oregon's institutions of postsecondary education. Elaborate on why it is important for people to get involved in creating a solution to this problem.

*Executive Director of Student Advocacy*

1. The Executive Director for Student Advocacy oversees all ASSOU judicial matters, thus must remain unbiased. Describe how you will maintain an unbiased attitude but also ensure that you are being an effective advocate.
2. Describe an example of when you successfully mediated a situation between multiple parties.

*Director of Multicultural Affairs*

1. What do you feel are the barriers to accessing higher education for students of color, and how, as Director of Multicultural Affairs, would you go about organizing students around those issues?
2. Describe your relationship with SOU's student unions and diverse communities. Using the connections you have with these groups, what do you plan to accomplish next year as Director of Multicultural Relations? If these connections are not well established currently, how do you plan to reach out to/communicate with those groups?

*Director of Gender and Sexual Diversity*

1. What do you feel are the barriers to accessing higher education for both the Queer community and women, and how, as Director of Gender and Sexual Diversity, would you go about organizing students around those issues?
2. Describe your relationship with SOU's student unions and diverse communities. Using the connections you have with these groups, what do you plan to accomplish next year as Gender and Sexual Diversity Advocate? If these connections are not well established currently, how do you plan to reach out to/communicate with those groups?
3. Describe an example of a time when you were an advocate for members of an underrepresented community, and successfully organized people around a cause.

*Director of Student Activities and Leadership*

1. The Director of Student Activities and Leadership will play an integral role in the Event Programming and Involvement Committee and the SU Steering Committee. Describe an example of when you coordinated schedules of multiple groups to achieve successful turnout at an event for all parties involved.
2. Why do you believe it is important for student government to establish a Director of Student Activities and Leadership position?
3. What are the largest weaknesses you see in SOU student life/activities/club collaboration, currently, and what steps would you take to begin addressing these?

*Director of Student Life and Academic Affairs*

1. The Director of Student Life and Academic Affairs will play a large role in giving a student voice in Academic Affairs, Student Life, Student Affairs, Residential Life, and Student Health and Wellness. Give an example of how you will coordinate these efforts.
2. Why do you believe it is important for student government to establish a Director of Student Life and Academic Affairs position?
3. What would you describe to be the most important aspect of student life in which all students need in order to succeed as students?

*Director of Environmental Affairs*

1. The Director of Environmental Affairs will play a large role in the sustainable and eco-friendly environment in which we will maintain here at SOU. The Director will sit on the Sustainability Council, and chair the Environmental Committee. Give an example of how you will coordinate these efforts.
2. Why do you believe it is important for student government to establish a Director of Environmental Affairs Position?
3. In what ways do you believe the SOU campus could be impacted in a positive way by having a Director of Environmental Affairs, and in what way will the SOU campus be impacted negatively?

#### Additional Information

Descriptions of ASSOU cabinet duties and responsibilities can be found in the ASSOU Constitution and Bylaws, which can be found on the ASSOU website, [www.assou.net](http://www.assou.net).

Current ASSOU Cabinet members may be contacted with questions about their positions in person in the ASSOU Cabinet Office (SU 307), by phone (541-552-6655), or by email:

Executive Director of Governmental Affairs: Jake Falldorf, [falldorfj@students.sou.edu](mailto:falldorfj@students.sou.edu)

Executive Director of Administration and Finance: Katherine Gohring, [gohringk@students.sou.edu](mailto:gohringk@students.sou.edu)

Executive Director of Communications and Web Management: Brianna Heath, [heathb@students.sou.edu](mailto:heathb@students.sou.edu)

Executive Director for Student Advocacy: Kelly McAllister, [mcallistk@students.sou.edu](mailto:mcallistk@students.sou.edu)

Director of Multicultural Relations: Jessie Hecocta, [hecoctaj@students.sou.edu](mailto:hecoctaj@students.sou.edu)

Director of Gender and Sexual Diversity: Sophia Mantheakis, [mantheaks@students.sou.edu](mailto:mantheaks@students.sou.edu)

Director of Student Activities and Leadership: Max Malcomb, [malcombm@students.sou.edu](mailto:malcombm@students.sou.edu)

Director of Student Life and Academic Affairs: New Position for 2010-2011

Director of Environmental Affairs: New Position for 2010-2011

Questions, comments, or concerns about the Cabinet application process or schedule may be directed to:

SOU Student Affairs (email: [student\\_affairs@sou.edu](mailto:student_affairs@sou.edu); phone: 541-552-6221)

ASSOU President Stephen Land (email: [Stephenland09@gmail.com](mailto:Stephenland09@gmail.com); phone: 971-235-1739)

ASSOU Vice President Curtis Bartlett (email: [bartlettc@students.sou.edu](mailto:bartlettc@students.sou.edu); phone: 541-292-6752)

Good Luck!

**All 2010-2011 ASSOU Cabinet Applications are due to the Student Affairs Office, SU 322, by  
5pm on Wednesday, May 19<sup>th</sup>.**

## **ASSOU Executive Cabinet Job Descriptions**

### **Director of Governmental Affairs**

Statewide and Federal liaison for government issues  
Liaison with the Oregon Legislature  
Member of the Oregon Student Association board (with the ASSOU President)  
Recruitment for ASSOU  
Ex-officio member of the Governmental Affairs Committee

### **Director of Administration and Finance**

Chief financial officer for ASSOU  
Oversees the Student Fee Process  
Oversees the ASSOU Budget  
Ex-officio member of the Administration and Finance Committee

### **Director of Communications and Web Design**

Liaison between media (both on and off campus) and ASSOU  
Chief information officer for ASSOU  
Oversees the ASSOU website and elections  
Ex-officio member of the Communications Committee

### **Student Advocate**

Judicial proceedings: grievances process, impeachment process  
Coordinating community service projects  
Act as an advocate in situations with professors, fellow students and administration  
Work closely with the Dean of Students  
Ex-officio member of the Advocacy Committee

## **ASSOU Cabinet Job Descriptions**

### **Director of Multicultural Relations**

Member of the Oregon Students of Color Coalition board  
Work with the MRC and Multicultural Coalition for activities, programming and education  
Liaison between ASSOU and multicultural organizations on campus  
Ex-officio member of the Multicultural Relations Committee

### **Director of Gender and Sexual Diversity**

Member of the Oregon Student Equal Rights Alliance board  
Coordinate with QRC, WRC for activities, programming and education  
Liaison between ASSOU and Queer organizations on campus  
Ex-officio member of the Gender and Sexual Diversity Committee

### **Director of Student Activities and Leadership**

Liaison between Student Involvement and ASSOU  
Liaison between Civic Engagement and ASSOU  
Chair of the Event Programming and Involvement Committee  
Liaison with campus organizations who do programming  
Liaison between clubs and organization and cross-campus programming

### **Director of Student Life and Academic Affairs**

Liaison between Student Affairs and ASSOU  
Liaison between Residential Life and ASSOU  
Liaison between Academic Affairs and ASSOU  
Liaison between the Student Health & Wellness Center and ASSOU

### **Director of Environmental Affairs**

Liaison between ECOS and ASSOU  
Liaison between OSPIRG and ASSOU  
Ex-Officio member of the Environmental Committee  
Works with all on and off campus groups on environmental issues  
Sits on the Sustainability Council

**ASSOCIATED STUDENTS OF SOUTHERN OREGON UNIVERSITY  
APPLICATION FOR ASSO CABINET**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone: \_\_\_\_\_

Local Address \_\_\_\_\_

Email: \_\_\_\_\_

Year in School \_\_\_\_\_ Major \_\_\_\_\_

Planned hours of enrollment: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Employer and work schedule \_\_\_\_\_

Current involvement at SOU \_\_\_\_\_

Leadership Experience \_\_\_\_\_

What do you plan to accomplish in your position as the ASSOU \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION TO THE STUDENT AFFAIRS OFFICE, SU 322**

For ASSOU Administrative Use Only:

Appointed to: \_\_\_\_\_

Date Notified:

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