



Executive Branch Application Form

**Available for Pick-up: Student Government Office
CTR 203**

**Applications Due By:
Friday, May 2nd, 2008
5pm**

All Applications must be time stamped by the SG Office by 5pm on Friday May 2nd, 2008 and turned into the SG Administrative Assistant. Applicants will be contacted about the interview process.



Fellow Bull,

Thank you for expressing interest in serving the student body in the Executive Branch of Student Government! Serving in the Executive Branch will provide you with opportunities found nowhere else at USF. You will make friends and memories that you will never forget. You will learn real-world professionalism and interpersonal skills that cannot be gained in any other job on campus. You will grow as an officer, a leader, and as an individual. This development will set you apart as a member of the university community as well as an individual entering the workforce. You will also have the opportunity to improve student life on campus in ways that will affect students for years to come.

In potential applicants, we are not as concerned with experience in a specific area of the university. Rather, we are looking for leadership experience. More importantly, we are looking for characteristics that leaders should exemplify: integrity, growth potential, creativity and a desire to serve the students.

Thank you again for your interest. If you have any questions regarding any step of this process, do not hesitate to contact us. We look forward to working with you to improve USF!

Sincerely,

Greg 'Butters' Morgan
Student Body President- Elect
gmorgan@sg.usf.edu

Thomas R. King Jr.
Student Body Vice President -Elect
trking@sg.usf.edu

University of South Florida – Student Government
4202 E. Fowler Ave, Marshall Center 203 (CTR)
Tampa, FL 33620
(813) 974-2402 Fax: (813) 974-5637



The Chief of Staff

The Chief of Staff is responsible for the overall effectiveness of the branch, and works directly with every department to ensure success. This office performs administrative functions, assists departments with projects and goals, and tracks the progress of all projects. The Chief of Staff can also act as a policy adviser to the President and Vice President.

Chief Financial Officer

The Chief Financial Officer (CFO) manages all accounting and financial data tracking for the Executive Branch. The CFO will serve as the Branch's fiscal coordinator.

The Department of Student Life & Development

(SLD)

Students often complain that USF lacks a sense of community. A key goal of our administration will be to increase the sense of campus community and to provide students with a more enriching college experience. The Department of Student Life is responsible for enhancing the overall learning experience of the USF student through an improved co-curricular education. The Student Life Department works diligently towards increasing student involvement on campus and provides leadership through connecting students to organizations and athletics. SLD is constantly striving to provide innovative venues for involvement, including the integration of the Athletics Department into student life, as well as developing long-standing traditions at USF.

Director of Student Life & Development:

The Director is responsible for the overall administrative and budgetary functions of this department and ensures that the overall goals and projects of this department are carried out. This position also serves on the Executive Cabinet.

Greek Life & Student Organization Coordinator:

The Greek Life & Student Organization Coordinator works to increase involvement in student organizations and improve the resources available to student organizations. It also works to improve policies to enable successful development of organizations and enhance campus events at USF. This position serves as the main source of communication between Student Government and Student Organizations.

Athletics & Traditions Coordinator:

The Athletic and Traditions Coordinator works to insure the development, improvement and success of campus traditions. This position also serves as the main source of communication between Student Government and Athletics, Homecoming, Campus Activities Board, and any other department or organization that facilitates campus traditions.

The Office of Student Life & Development will function as a team to:

- Increase student involvement in student organizations
- Educate every student on the value of learning outside the classroom
- Improve resources available to student organizations
- Improve policies to enable development of organizational life at USF
- Integrate students and student organizations in athletic activities
- Establish large-scale traditions that will last for years to come

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The Department of Community & Government Affairs (CGA)

A primary responsibility of Student Government is to do what no other group on campus can, represent the students before policy-making bodies. We are looking to put together a strong team to research important student issues and provide solutions for them. This department will serve as a liaison between USF and the State University Board of Governors, the Department of Education, the Governor's office, the state legislature, any other state or local government entity and the federal government. At times, this department will act as a lobbyist for USF students' concerns in governmental policy.

Director of Community & Government Affairs:

The Director of Community & Government Affairs is on the executive cabinet. The director is responsible for the overall administrative and budgetary functions of the department and ensures the overall goals and projects are carried out. The director also serves as the external lobbying coordinator, and advocates the initiatives and goals of SG in all regards.

Community & Government Coordinator

This position is the lead researcher and liaison for state government, local governments and private sector entities.

The Department of Community & Government Affairs will function as a team to:

- Represent student interests at the national, state, and local level:
 - National Legislature
 - State Legislature
 - Governor's Office
 - Board of Governors
 - Board of Trustees
- Coordinate a massive voting drive for the upcoming U.S. Presidential Election and also the Student Government Election in the spring.



The Department of Academic & University Affairs

(AUA)

Academics and our university are the reason that everyone attends The University of South Florida. We are looking for a strong team who will meet with administrators to solve our academic and university related problems. They will also work with our USF community to improve services that are already offered to them.

Director of the Department of Academic & University Affairs

The Director of Academic & University Affairs is on the executive cabinet. The director is responsible for the overall administrative and budgetary functions of the department and ensures the overall goals and projects are carried out. The director also serves as the internal lobbying coordinator, and advocates the initiatives and goals of SG in all regards.

Academic & University Affairs Coordinator:

This position will assist with projects and initiatives involving university academic issues such as grading scales, honor codes, or academic regulations. This position will also assist in lobbying the university administration on behalf of the student body, and might work on issues dealing with parking, housing, and financial aid.

The Department of Academic & University Affairs will function as a team to:

- Work on projects and initiatives involving university academic issues such as grading scales, honor codes, or academic regulations.
- Work with the university administration on behalf of the student body, and might work on issues dealing with parking, housing, and financial aid, among others.

The Department of Marketing & Public Affairs

(MPA)

One of the main reasons that there is low student involvement and turnout for campus events is due to the lack of marketing for these events around campus. The Department of Marketing and Public Affairs creates an organized marketing plan for Student Government at the University of South Florida. The department provides outreach assistance and promotional items for both agencies and events. MPA also has its own graphics artist responsible for all imagery and design for Student Government, including the creation of flyers, Oracle advertisements, and a number of other promotional items.

The Public Affairs media relations staff is available around the clock to assist reporters in answering questions about Student Government leaders, legislation, events, or assisting in obtaining more information about an SG news release.

This department will be responsible for press releases and communicating heavily with the USF Oracle and other media outlets to establish great working relationships with them.

The Department of Marketing & Public Affairs is also responsible for updating and maintaining the SG website.

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Director of Marketing & Public Affairs:

The Director of MPA is on the executive cabinet. The director is responsible for all administrative tasks of the department, maintaining and organizing department files, serve as the liaison between the department and the three branches, serve as the media spokesperson for the organization, help write press releases, media alerts, and advertisements. The director will also create a marketing plan at the beginning of each semester.

Assistant Director:

The assistant director (A.D.) will serve as the chief financial officer for the department. The assistant director will help write press releases, media alerts, and copies for ads, the web site, and brochures. The A.D. will create and conduct surveys to measure effectiveness of SG and the department, reach out to student organizations and agencies to assist with their marketing efforts and plan events that encourage face-to-face interaction with students and administrators.

Graphics Designer:

This position will serve as main contact person with *The Oracle* advertising department. The Graphic Designer will set up advertising calendars for ALL of SG at the beginning of each month, design ads, fliers, graphics and brochures.

To accomplish Student Government's mission, the staff provides expertise, advice, and counsel on an array of public affairs areas such as:

- Strategic communications
- Public participation and collaboration
- Legislative Affairs
- Media Relations Design, production, and management of communication tools such as publications (i.e. weekly SG column and recognition pieces published in *The Oracle*), weekly Student Government radio show on WBUL, and internet-base communications

Office of Legal Affairs

(Attorney General)

Attorney General

The Attorney General serves under the executive branch in the Department of Legal Affairs. This department serves as the law enforcement of Student Government as well as the legal representative for Student Government within the SG Courts. The Attorney General must remain unbiased and independent. The Attorney General must work to maintain ethical standards within all of Student Government, not just the executive branch.



Application Statements:

Please type your answers in another document and attach them to your application file. Please keep each answer to a maximum of 250 words. Shorter answers will not be penalized.

1. Why do you want to work for Student Government?
2. For what department are you applying? Why are you applying for this department?
3. Will you be at USF and able to actively hold this position for the summer, fall, and spring semesters of the coming academic year? If not, when will you be here?
4. What groups and activities have you participated in during your time at USF, and how have those prepared you for this department?
5. What do you consider your greatest strength? Your greatest weakness? Please be honest.
6. Are there initiatives that you are especially interested in pursuing while in this department?
7. Choose one initiative from the above question and describe how you would make it happen. Be creative. Be specific. Be concise.
8. What do you know about Student Government? What is your impression of the organization? Please be honest.
9. What separates you from other candidates?
10. If you do not obtain a position in this department, are you interested in any other department(s)? If so, which one(s)?



General Information

Name: _____ USFID: U- _____

E-mail: _____ Phone: _____

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

Credits Earned: _____ USF Cumulative GPA: _____

Department(s) and Position(s) applying for:

1. _____

2. _____

3. _____

Buckley Agreement Waiver

I, _____, hereby authorize and consent to the release of my records, which shall include my GPA, Academic Standing, major, and confirmation of enrollment at USF for the purpose of verifying the qualifications of employment with Student Government. I also acknowledge that the information provided on this application is true to the best of my knowledge. I understand that falsification of any part of this form will be cause for immediate termination if employed by SG and/or the invalidation of this application. This information shall be held by Student Government for a period not to exceed one year, if I am not hired by SG. In the event that I am hired I understand this application will become part of my permanent employee file. This information shall not be released to any other entity without my prior written consent.

Signature: _____ Date: _____

Please attach the following:

1. **Resume.**
2. **At least two references to your application that may be contacted.**

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