



Student Activities Board Application for Executive Directors

Executive Director for Programming
Executive Director for Marketing
Executive Director for Finance

January 9, 2012

Dear SAB Executive Director Applicant,

As we approach the 2012-2013 academic year, the Student Activities Board (SAB) is currently in search of individuals interested in becoming a part of the leadership for next year's board. We would like to thank you for your interest in applying for this position with SAB. The Executive Director positions on SAB require an experienced student leader who is able to balance the demands of organizational involvement with the academic challenges of being in college. At the same time, being a part of the Student Activities Board is about putting on events and programs that allow you and your fellow students to have fun!

We understand that you have other commitments, but office hours, event coverage, and meetings are absolutes when it comes to being involved in SAB. To prioritize your commitment as a SAB member is as follows:

1) School 2) Family 3) Faith 4) SAB

As you can see, the SAB is a high priority and for good reason. First, it is a position of responsibility. You are working for 20,000+ students who have a stake in the University of Louisville's community, and they have, in turn, entrusted us to select a person who will live up to their expectations. Second, the Student Activities Board has a large budget that has been collected from the student body that is to provide students and other members of the campus and local community with entertaining, educational and/or enriching programs that are reflective of contemporary issues and trends. As you can see, these responsibilities merit high expectations.

Please read the following information and complete the attached application materials. It is imperative that you read all of the materials included to ensure your application is complete and that you meet all deadlines. Best of luck!

Sincerely,

The SAB Advisory Team

Please submit your application materials to the Student Activities Office, W310 Student Activities Center by February 8, 2012

ABOUT SAB

MISSION STATEMENT

SAB shall provide social, multicultural, recreational and educational activities which are sensitive to and serve the needs of the entire campus and surrounding community, with an emphasis on the student body. In the process of providing these activities, it shall be the goal of SAB to provide an opportunity for members to develop life skills through their involvement in SAB.

ORGANIZATION STRUCTURE

The Board is composed of 3 main entities: three (3) executives, six (6) committee chairs, and six (6) committee vice chairs. The executives include Director of Programming, Director of Marketing, and Director of Finance; they are responsible for directing and overseeing the operations of the organization as a whole. The six committee chairs lead and coordinate the efforts of six independent committees that program all of SAB's events. The six committee vice chairs assist the chairs with their efforts in programming all of SAB's events. The committees include 1) Campus Life, 2) Outreach, 3) Film, 4) Diversity, 5) Engaging Issues, and 6) Spirit & Traditions.

APPLICATION PROCESS

Candidates should complete and sign the attached application and checklist as well as any other application materials listed under "Required Application Materials." All required application materials are to be submitted to the Student Activities Board Office, W310 Student Activities Center. Applications are due February 8, 2012 by 5 p.m. Interviews will take place February 9-10. Applicants will be contacted to set up a time after all applications have been submitted. The selection committee is not required to consider incomplete applications. Information about all applicants and interviewees is kept confidential.

REQUIRED APPLICATION MATERIALS

- Completed Application
- Responses to questions from application
- Applicants for Executive Director positions are required to submit a professional resume

OFFICE VISITS

All applicants are encouraged to visit the office to ask questions and gain a better understanding of the organizational environment prior to submitting an application. We are located on the third floor of the Student Activities Center in suite W310E. For questions regarding the application contact Daphne Arnold (drarno01@louisville.edu) or Matt Vogelpohl (mjvoge01@louisville.edu), the Graduate Assistant SAB Advisors in 310D or Stuart Neff (slneff01@louisville.edu), the Student Activities Center Coordinator of Special Projects in 310K.

ELIGIBILITY

All candidates who meet eligibility requirements (2.5 minimum cumulative GPA, part-time (6) six credit hours University of Louisville student status) are required to submit an application and interview for the desired position. Interviews will take place on February 9-10. It is the candidate's responsibility to make him/herself available for an interview and submit all material in the application.

POSITION OVERVIEW

DESIRED SUCCESS FACTORS

- Team-player attitude.
- Uses information effectively to support decisions and recommendations.
- Strong organizational skills.
- Willingness to take responsibility for actions.
- Commitment to diversity.
- Commitment to programming for student interest.
- Approaches new challenges with creativity and insight.

ACADEMIC REQUIREMENTS

- Must have and maintain a GPA of 2.5 or higher.
- Be a student at the University of Louisville during their entire term of office
- Be enrolled in at least 6 credit hours per semester. (May 2012 – April 2013)

EXECUTIVE DIRECTOR BENEFITS

- Valuable and marketable life skills are learned daily “on the job” as an SAB Executive Director.
- Substantively influence policy and programs that play an important role in shaping the activities and involvement of UofL Campus Life.
- Each Executive Director receives a stipend for their work throughout their one-year appointment.

IMPORTANT DATES

The following is a list of event that board members will be expected to be at.

- April 20, 2012 - 27th Annual Crawfish Boil
- Retreat early July

application

POSITION(S) APPLYING FOR: Executive Director for Programming / Marketing / Finance

APPLICANT INFO

Full Name: _____ Student ID: _____

Last

First

M.I.

Local Address:

Street Address

City

State

Zip Code

Permanent Address:

Street Address

City

State

Zip Code

Contact Information:

Cell Phone #: _____

Permanent Phone #: _____

Email Address: _____

ACADEMIC STATUS

College: _____ Classification (Fr/So/Jr/Sr/Grad): _____

Major(s): _____ Current Cumulative GPA: _____

Minor(s): _____ Expected Date of Graduation: _____

Check if Non-Traditional Student (*25 or older*): If so, when did you first start at U of L? _____

INVOLVEMENT

Please list any organizations, internships, employment, and other specific commitments that you plan to uphold during your tenure with SAB. If more space is needed, please attach additional involvement on a separate sheet.

Employer/Organization:

Title/Responsibility:

Avg. Hours/Week:

Start/End Dates:

Anticipated course load during your tenure with SAB, if selected: _____ Cr/hrs.

PROFESSIONAL/ACADEMIC REFERENCES

Please provide two (2) professional/academic references. We request that you include at least one (1) professional reference.

Name of Reference

Title

Phone #

Relation to Applicant

Do we have permission to contact this individual?

YES

NO

Name of Reference

Title

Phone #

Relation to Applicant

Do we have permission to contact this individual?

YES

NO

DISCLAIMER & SIGNATURE

I certify that all of the information herein is correct and complete to the best of my knowledge and understand that falsification of any information provided herein can result in my immediate removal from my leadership position. Additionally, I give the Student Activities Center Administration, Student Government Association, and Student Activities Board full access to my University of Louisville academic and enrollment record. I understand that this information will be kept confidential.

Applicant's Signature

Date

Please submit your application materials to the Student Activities Office, W310 Student Activities Center by February 8, 2012

questions

Please respond to the following questions and attach your responses with your completed application.

- i. List and explain any employment and/or activity and organizational commitments for the 2012-2013 academic year. Where would SAB fall in your prioritizing of these commitments?
- ii. List and describe any past SAB experiences and/or positions held. Describe how these experiences (if any) play into your interest in this position.
- iii. List and describe activity experiences and positions that you have held in the past. What skills have you learned through these activities that support your selection as an SAB officer?
- iv. Describe why you want to become a SAB Programming Chair or Vice Chair, particularly in your preferred role.
- v. What changes, if any, would you make to improve Student Activities Board as a whole?
- vi. What goals do you have for your desired position?
- vii. What is your definition of a leader?

APPLICANT CHECKLIST

For 2012-'13 Executive Director

Please initial the following statements signifying your agreement and commitment.

_____ I have attached all items listed under "Required Application Materials" in the Position Overview section of this packet.

_____ I have made arrangements for an office visit or have contacted an SAB Board member regarding any questions I may have.

_____ I have viewed the Student Activities Board website at www.louisville.edu/sab.

_____ I am taking minimum six (6) credit hours at the University of Louisville.

_____ I have at least a 2.5 cumulative grade point average.

_____ I have read and fully understand all sections in this packet, especially "About SAB" and "Position Overview."

_____ I have read and fully understand the terms and responsibilities of the SAB Committee Chairs and Vice Chairs as described in the Position Descriptions.

I understand that if selected:

_____ I will be expected to uphold responsibility to the student body for the successful planning, promotion, and execution of events.

_____ I will be expected to hold regular office hours according to the requirements listed under "Position Description" for both the associate and full directorship.

_____ I will be expected to participate in the following weekly meetings:

- Board Meetings on Fridays
- Committee Meetings on day chosen by Chair and Vice Chair

_____ I will be expected to attend and support SAB events.

- THE BIG ONE -

_____ I really want to make next year's Student Activities Board the best it has ever been in my capacity. I want the valuable real-world work experience, and I want to have all the fun that goes along with putting on concerts, lectures, comedians, festivals, and everything in between. I want to walk away from an event that hundreds of people enjoyed knowing that I played an integral role in making it happen. I want to make it happen, and I want to make it awesome.

Committee Chair or Vice Chair Interest

_____ I am interested in a Chair or Vice Chair position if not selected as a Executive Director.

_____ Outreach ___ Film ___ Spirit and Tradition ___ Engaging Issues ___ Diversity ___ Campus Life

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