



**MARQUETTE UNIVERSITY STUDENT GOVERNMENT
2012-2013 COMMUNICATIONS VICE PRESIDENT APPLICATION**

Name	E-Mail	MUID
Current Address	City/State/ZIP	Phone
Class Standing (Spring 2012)	Anticipated Graduation Date	Major(s)
Cumulative GPA	Expected Credit Hours Spring 2012 / Fall 2012	

Please attach to this application your responses to the questions below, a resumé or college involvement activity list, and the names and telephone numbers of two professional references (employment supervisor or an advisor for activities, involvement, or academics), and writing and design samples.

1. Why are you interested in the Communications Vice President position with MUSG?
2. What activities, involvement, or experiences have best prepared you for this leadership role (including supervision of graphics/art, public relations, and multimedia areas)?
3. What classes or academic programs have best prepared you for the responsibilities in this position?
4. Describe the organizational/leadership strengths you will bring to MUSG.
5. What goals do you have for this position and what would you like to accomplish through your involvement in MUSG?
6. The Communications Vice President position requires a significant time commitment, starting with the selection and training of new Communication Department leadership, which begins in February. What time commitments do you have for the spring semester and for next year? How will you balance a position in MUSG with your academics and other involvement?
7. How did you hear about the Communications Vice President application?

Which, if any, of the following computer programs are you skilled at using?

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Adobe PhotoShop	<input type="checkbox"/> Dreamweaver
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Adobe InDesign	
<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> Macromedia Flash	

Are you able to commit to a full year (through May 2013) in this position?

Yes No Uncertain at this time

Please submit your application and supporting materials to the MUSG Office, AMU 133, by Friday, February 3, 2012 for best consideration. For questions or more information about this position or its requirements, contact MUSG at 288-7416.

Interviews for this position will be held February 6-8, in sufficient time for the successful candidate to appear before the MUSG Senate for confirmation on February 9. The term of office begins officially February 15, 2012 and extends through April 30, 2013.

Communication Department applications are available beginning February 13 and are due March 9. The new Communications Vice President will conduct interviews for these positions March 19-23, with notification taking place March 26, in time for spring training meetings.

I understand that I cannot hold office with Marquette University Student Government if I am on academic or disciplinary probation and I authorize the review of my academic and disciplinary records for the purpose of verification.

Signature _____ Date _____

MARQUETTE UNIVERSITY STUDENT GOVERNMENT COMMUNICATIONS VICE PRESIDENT JOB DESCRIPTION

In accordance with the position description in the MUSG Constitution, the Communications Vice President shall:

- A. Be responsible for the direction of the Communications Department
- B. Be responsible for the oversight of all MUSG communications
- C. Be present at all meetings of the Senate. In the case of absence, the Communications Vice President shall arrange for a member of the Communications Department to attend.
- D. Report to the President and Executive Board.

This individual is considered an employee and receives a \$2800 stipend as compensation (amount is for the 2011-2012 academic year – next year's stipend to be determined in the annual MUSG budget process). Because there are work expectations throughout the Spring 2011 semester, a portion of this stipend (\$500) is paid during that time. The Communications Vice President should maintain approximately 3-4 office hours per week in the Spring 2012 semester and at least 10 hours per week during the 2012-2013 academic year.

Paid and volunteer staff supervised by the Communications Vice President include:

Creative Director (1)

Responsible for all visual art, design, and production. Supervises a team of volunteer graphic design assistants. This is a student leadership position, for which an honorary stipend is given. While minimum work hours are not specified and employees in this position do not track hours, in general a student who is successful in the role devotes about 10 hours per week to their leadership responsibilities.

Graphic Design Assistants (2-3)

Responsible for creating art, graphic design, and advertising to support MUSG programs and services. Five office hours per week expected. Volunteer.

Public Relations Director (1)

Responsible for all public relations efforts, including press releases, newsletters, and media contact. Supervises a team of public relations assistants. This is a student leadership position, for which an honorary stipend is given. While minimum work hours are not specified and employees in this position do not track hours, in general a student who is successful in the role devotes about 10 hours per week to their leadership responsibilities.

Public Relations Assistants (1-3)

Responsible for creating press releases, newsletters, and other public relations pieces. Five office hours per week expected. Volunteer.

Multimedia Director (1)

Responsible for the online information technology needs of MUSG, including website maintenance and AxisTV advertising. This is a student leadership position, for which an honorary stipend is given. While minimum work hours are not specified and employees in this position do not track hours, in general a student who is successful in the role devotes about 10 hours per week to their leadership responsibilities.

Multimedia Assistant (1)

Responsible for a variety of projects including social media, website updates, and other computer technology support. Five office hours per week expected. Volunteer.

Photography Assistant (1)

Responsible for attending selected MUSG-sponsored events to capture images for use in print and internet publication and AxisTV advertising. Five hours per week expected. Volunteer.

MUSG Mission Statement

The role of the Marquette University Student Government is to identify, understand, and actively address and represent students' needs, concerns, and interests through acts of leadership and service which reflect Catholic, Jesuit ideals and contribute to the betterment of the Marquette University community.