



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

Name	E-Mail	MUID
Current Address	City/State/ZIP	Phone
Class Standing (Spring 2012)	Anticipated Graduation Date	Major
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).

1. Why are you interested in the Program Vice President position?
2. How does entertainment and educational programming fit into student life at Marquette?
3. What activities or involvement have best prepared you for this leadership role?
4. Describe the organizational/leadership strengths you will bring to MUSG. How will you manage a group of Program Board volunteers?
5. The Program Vice President position requires a significant time commitment, starting with the selection and training of new Program Board 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?

Will you be in Milwaukee during the summer?

Yes No Uncertain at this time

Are you available to be present and staff the MUSG Senior Week events May 13-19?

Yes No Uncertain at this time

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 5:00 pm on Monday, January 23, 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 January 24-25, in sufficient time for the successful candidate to appear before the MUSG Senate for confirmation on January 26. The term of office begins officially February 1, 2012 and extends through April 30, 2013.

Program Board Commissioner applications are available beginning December 5 and are due February 1. The new Program Vice President will conduct interviews for these positions February 6 - 17, with notification taking place February 20, in time for spring training meetings.

Registration has been reserved for the Program Vice President to attend the National Association for Campus Activities (NACA) National Convention in Charlotte, NC, February 25-29, 2012. If you are not able to attend, please communicate that information as soon as possible. The Program VP will also lead a delegation of new commissioners to the NACA Regional Conference in St. Paul, MN March 29 - April 2, 2012.

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 PROGRAM VICE PRESIDENT JOB DESCRIPTION

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

- A. Be responsible for the direction of the Program Board.
- B. Be responsible for the implementation of all actions of the Program Board
- C. Develop job descriptions for all Program Commissioners.
- D. Be present at all meetings of the Senate. In the case of absence, the Program Vice President shall arrange for the Program Board Assistant to attend.
- E. Report to the President and Executive Board.

The Program Vice President coordinates weekly meetings of the Program Board and also serves as a member of the MUSG Budget Committee. The Program Board manages a budget that includes \$79,900 in program revenue and \$304,400 in expenditures. (Figures are for the 2011-2012 fiscal year – next year's budget to be determined in the annual MUSG budget process).

This individual is considered an employee and receives a \$2800 stipend as compensation. (Amount listed is for the 2011-2012 fiscal year – next year's stipend to be determined in the annual MUSG budget process). Because there are work expectations throughout the Spring 2012 semester, a portion of this stipend (\$500) is paid during that time. The Program 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 Program Vice President include:

Program Board Assistant

Serves as a liaison between Program Vice President and Program Commissioners and responsible for supporting the activities and administration of the Program Board. 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.

Program Board Commissioners

Responsible for coordinating, planning, and implementing programs for the University community in accordance with their specific Commission. Recruit and train a Commission of volunteers. These are volunteer positions.

Program Commissions

Each of the following areas has a commission of volunteers who assist the respective Program Commissioner(s) with planning and implementing programs for the University community:

- After Dark
- Diversity
- Excursions
- Films
- Major Events
- Senior Week
- Speakers
- Special Events

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.