

WSU STUDENT ASSOCIATION APPOINTED POSITIONS PACKET

Always room for more!



Review of applications begins March 21, 2011

All positions will remain open until suitable
candidates are found

WSU STUDENT ASSOCIATION APPOINTED POSITION ELIGIBILITY

Name _____ Student ID # _____
 Current Address _____ City & ZIP _____
 Cell phone _____ Home Phone _____
 School Email Address _____
 Preferred Email Address _____
 Cumulative GPA _____ Number of hours enrolled this current semester _____
 Class: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Please indicate the appointed positions you are applying for. Rank the positions based on your level of interest with 1 being the position of greatest interest to you. Please refer to the job description page to see a list of the positions available.

1. _____
2. _____
3. _____
4. _____
5. _____

Eligibility requirements: You must complete a minimum of 12 credited hours at WSU per semester and pay full-time student fees during your term of office. (Exceptions for hour requirements exist for disabled students; please ask a staff member for more information.) You must have a current cumulative GPA of at least 2.5 during your term of office in order to be eligible to serve. Applicants must be in good academic, financial and judicial standing with the University. Applicants must be at least 18 years of age at the time of application. The term of appointment is for the upcoming fall and spring semesters. All positions will require summer planning and training hours. Each position has specific job requirements that must be fulfilled. Included in these requirements are "office hours." *For those appointed to Ogden Campus positions:* please keep Mondays, from 12:30 to 1:30 p.m., and Wednesdays, from 1:00 to 5:00 p.m., open for WSUSA meetings/gatherings/etc. related to your positions. *Davis Campus meeting requirements appear in the Davis Campus positions section.* There may be other functions related to your position in addition to these. If you fail to maintain the academic standards and position requirements, you will be required to resign, and you may be required to reimburse the full or prorated compensation you have received by the last day of class for the semester.

I understand the eligibility requirements of holding an appointed position as stated above. I affirm that I currently meet the requirements, and I understand that if at any time I fail to maintain my eligibility, I will be required to resign and possibly repay any compensation I have received.

Signature _____ Date _____

— Office Use Only —

<input type="checkbox"/> Eligibility checked — OK to interview	<input type="checkbox"/> NOT eligible	SAS checked on: _____
Position appointed to: _____	Other awards: _____	Awarded: _____
Student leader making appointment: _____		

Along with the eligibility form, please submit the following with your application:

- **Professional resume**, highlighting your leadership experience and the skills relevant to the positions you are applying for. (For assistance go to Career Services (www.weber.edu/careerservices)).
- **Letter of intent** - On a separate sheet of paper (one page only please), answer the following questions individually and completely. Please **indicate clearly** which question you are answering.
 1. What is the role, purpose, and importance of Student Involvement & Leadership at Weber State?
 2. Why do you want to be involved in the WSU Student Association? Why do you want the position(s)?
 3. Why do you think you would make a good choice for the position(s)?
 4. What would you like to learn from your involvement in the WSU Student Association?
 5. What are your anticipated hours of availability for the upcoming summer, fall, and spring semesters?
 6. What other time commitments do you have? (work, school, other school involvement, clubs, organizations, internships, extern-ships, co-ops, student teaching, etc.)

If you have any questions or concerns while applying, or at any time during the application process, please contact a staff member in the Department of Student Involvement and Leadership in the Shepherd Union Building, Suite 326, 626-6349.

WSU STUDENT ASSOCIATION APPOINTED POSITION SELECTION CRITERIA

The selection of those eligible will be based primarily on three main criteria:

- **Availability and organizational skills**
- **Experience**
- **Leadership**

These will be assessed through your resume, your letter of intent, and an interview.

Availability and organizational skills: Willingness and ability to give WSU Student Association the necessary time and effort is an important consideration. In your letter of intent, honestly describe competing time commitments and your motivations for involvement. Also, it is also important to have the ability to complete projects/assignment by its deadline. The ability to do this has much to do with your availability but it also depends on your ability to organize your time, keep up communication through email, phone, etc, and do what you say you are going to do.

Experience: Experience in planning activities and working with others is an important factor. Your resume and your letter of intent should accurately highlight your previous involvement and experience. This could include participation in campus or community activities or anything else that demonstrates your experience, particularly with a diversity of groups and people.

Leadership: The ability to motivate others in achieving a common goal is the essence of leadership. Regardless of how capable, intelligent, or hard-working you are, if you can't motivate others to help out your success will be limited. A good leader is positive, uplifting, creative, understanding, respectful, and trustworthy, among many other important traits. Your resume and letter of intent should show your ability to lead. Be prepared to share examples or ideas on how you can or have motivated others.

WSU STUDENT INVOLVEMENT & LEADERSHIP

GENERAL JOB DESCRIPTIONS/DUTIES

*All positions are subject to change. Semester compensation for each position is in parentheses.

Cabinet Positions

Assistant to the WSU Student Association President (\$550)

- Perform 5 office hours per week.
- Assist the president in overseeing the cabinet.
- Assist with organizing and coordinating training for the executive cabinet.

Marketing Director (\$1100)

- Perform 10 office hours per week.
- Responsible for the planning and executing of all WSUSA public relations and promotion efforts through the creation of comprehensive marketing plans and evaluations.
- Oversee and coordinate usage of kiosk information displays.
- Serve as a liaison between WSUSA and the student media on campus (ie. Signpost, KWCR, WSU News) and off campus (ie. Standard Examiner, etc.).

Assistant Marketing Director (\$550)

- Perform 5 office hours per week
- Assist Marketing Director with planning and executing of WSUSA public relations and promotion efforts.
- Oversee Weber Wear Friday and other related campaigns.
- Meet with and chair the marketing committee that includes: graphic artists, web designer, publicity committee.

Social/Media Chair (\$300)

- Perform 5 office hours per week.
- Advertise Weber State events through Weber State networks such as Facebook, MySpace.
- Coordinate weekly text messaging.
- Assist Marketing Committee when needed.

Web Master (\$550)

- Perform 5 office hours per week.
- Maintain the official WSUSA website, which must retain a consistent look from previous academic years.
- Update information and website features on a weekly basis.
- Work with executive cabinet on the promotion and information dissemination of events, meetings, and programs etc.
- Responsible for creating comprehensive and interactive elections web pages.
- Work with the President to make an end of the year video.
- Must sit on the IT Division Steering Committee.

Executive Graphic Artist (\$1100)

- Perform 10 office hours per week.
- Keep an active history of events that have occurred throughout each semester.
- Coordinate logos/designs with WSU Public Relations Department.
- Produce advertising and various publications of a professional quality (print and web based) for events.
- Complete work in a timely and effective manner.
- Meet weekly with marketing director.

4 Assistant Graphic Artists (\$550 each)

- Perform 5 office hours per week.
- Assist the Executive Graphic Artist with projects as assigned.

Government Relations Director (\$550)

- Perform 5 office hours per week.
- Organize and conduct a voter registration drive during fall semester.
- Sit on the Lieutenant Governor's college council.
- Work closely with the president and marketing director to establish community relations.
- Revise the elections packet and be responsible for adherence to established guidelines as stated in the WSUSA Bylaws.
- Ensure adherence to all applicable election laws and protect the integrity of the election process.
- Chair and recruit the Elections Committee.
- Work with University Government Relations.

Leadership Team

4 Emerging Leader Mentors (\$1000 each)

- Perform 8 office hours per week.
- Meet weekly with your mentor group.
- Perform a variety of leadership tasks such as leadership trainings, seminars and activities.
- Assist in planning and seeing through the many different activities that will be accomplished throughout the semester such as service projects, social activities, summer leadership trainings and leadership presentations.
- Be a mentor to the emerging leaders, which includes but is not limited to, building trust and friendship, encouraging and supporting emerging leaders to attend activities and events, clearly communicating objectives of projects and genuinely caring for the mentees.
- Assist in the selection of Emerging Leadership Scholarship recipients.
- Work under the direction of the Leadership VP and the Director of Leadership Programs.
- Preference will be given to past Emerging Leaders.

Leadership Guides

Leadership Workshop Guide (\$500)

- Perform 8 office hours per week.
- Meet weekly with the Leadership Student Council.
- Work directly with Leadership Vice President in planning Academy of leadership (AOL) and Winter Leadership Academy (WLA).
- Coordinate a monthly training series to focus on providing skills and trainings for students regarding leadership skills.
- Assist in planning and seeing through the many different activities that will be accomplished throughout the semester such as service projects, social activities, summer leadership trainings and leadership presentations.
- Be a mentor to all students, which includes but is not limited to, building trust and friendship, encouraging and supporting emerging leaders to attend activities and events, clearly communicating objectives of projects and genuinely caring for the mentees.
- Create a series of workshops that address the basic questions about leadership that challenge all of us at some point.
- Foster the understanding that leadership is a decision, not a destination.

American Democracy Guide (\$750)

- Perform 10 office hours per week.
- Meet weekly with the Leadership Student Council.
- Work closely with faculty chairs of the American Democracy Project at Weber State, which is a collaboration with SIL and the College of Social Science, and a partnership with the New York Times and Stanford University.
- Be responsible for the following:
 - Coordinate, with the advisory committee, the marketing and selection of faculty speakers for the Times Talk Program every other week.
 - Serve as the student director for the Deliberative Democracy Day conference each Spring Semester; assist in the selection of the topic and recruitment of student facilitators.
 - Work closely with the academic senators to provide continued support of the program by WSUSA.
- Foster the understanding that leadership is a decision, not a destination.

Brown Bag Speaker Series (\$750)

- Perform 5 office hours per week.
- Meet weekly with the Leadership Student Council.
- Coordinate a monthly speaker series to focus on providing skills and trainings for students regarding leadership experiences from the speakers.
- Be a mentor to all students, which includes but is not limited to, building trust and friendship, encouraging and supporting emerging leaders to attend activities and events, clearly communicating objectives of projects and genuinely caring for the mentees.
- Create a series of speaker engagements that address the basic questions about leadership that challenge all of us at some point.
- Foster the understanding that leadership is a decision, not a destination.

4 LEAD (Leadership Education And Development) Trainers (\$300)

- Perform 5 office hours per week.
- Facilitate training sessions for student organizations and faculty, as requested, on topics of mastery. (Please see the LEAD brochure for more information.)
- Working with the Director of Leadership Programs, identify and cultivate new LEAD Trainers yearly.
- Be a mentor to all students, which includes but is not limited to, building trust and friendship, encouraging and supporting emerging leaders to attend activities and events, clearly communicating objectives of projects and genuinely caring for the mentees.
- Foster the understanding that leadership is a decision, not a destination.

Diversity Positions

Assistant Diversity Director (\$750)

- Perform 8 office hours per week.
- Assist the director in his/her absence and/or at his/her direction, in addition to advisor requests.
- Support event and activity coordination with other Diversity Board chairs.

- Coordinate a monthly question and answer series of one-minute video taped blurbs from students, faculty, staff and administrators regarding a given issue or concern.
- Maintain all advertising materials, news articles and meeting minutes.
- Confirm advertising is completed prior to any event, activity or project.

Chairpersons (\$300 each)

- Perform 5 office hours per week.
- **Chairs will rotate leadership roles to produce activities such as these:**

Celebrations and Traditions – Host a monthly celebration and/or recognize a tradition through event or activity planning. Examples include: Day of the Dead, Ramadan, Mardi Gras and Kwanzaa.

College Programs – Partner with each of the academic colleges to highlight diversity programming through emphasis activities and events.

Common Ground – Coordinate educational and informative programs that educate all students and staff at WSU with “hot topics” and utilizing the diversity fellows.

Community – Host a community diversity resource fair twice a year. Serve as student liaison to community organizations such as La Raza, NAACP, Utah Alliance of Filipino Communities, Lao Association of Utah and others..

MLK Day of Service – Honor Dr. King with a national day of service in the fall. Work with Community Action in Ogden, as well as state committees in SLC. Organize annual fall canned food drive. (Partnerships) Coordinate the Annual Munch & March in January with the Ogden NAACP Chapter and other partners.

Sessions on the Ledge – Promote campus and community participation by way of involvement in sharing diverse cultural entertainment. Schedule performers weekly each semester.

Stop the Hate – Develop a campaign at WSU that promotes the ideas of anti hate on campus and in the community through a workshop series and/or speakers. Develop community building and/or friendship making activities.

Clubs & Organization Positions

Chairpersons (\$300 each)

- Perform 5 office hours per week.

Club Manager – Coordinate campus-wide activities for the benefit of all organizations including, but not limited to, Welcome Week, Club Night, Club Service Project. Must maintain office hours, attend weekly C&O meetings, and monthly liaison meetings with organization leaders.

Public Relations and Training – Oversee the collection of information, production, and distribution of printed information to clubs and organizations including, but not limited to, newsletters, a campus resource guide, and an involvement guide for students. Must maintain office hours, attend weekly C&O meetings, and monthly luncheons with club advisors.

Website – Maintain and promote clubs online. Coordinate online information and trouble shoot on Collegiate Link. Must maintain office hours, attend weekly C&O meetings, and monthly liaison meetings with organization leaders.

Volunteer Involvement Positions (Service)

Volunteer Involvement Program (VIP) Assistant Director (\$750)

- Perform 8 office hours per week.
- Assist and support Service VP with the coordination, promotion and implementation of meaningful volunteer opportunities sponsored by the VIP programs.
- Provide leadership and assist with the recruitment of new committee members.
- Help plan and attend monthly meetings.

2 Special Olympics Team Co-directors (\$700 each)

- Perform 8 office hours per week.
- Attend practices as assigned and 4 weekend annual events held at other universities. Assist in recruitment of new members. Attend assigned meetings. Supply stories and photographs for CIC newsletter. Record all service hours with CIC.

Special Olympics Winter Games Director (\$550)

- Perform 5 office hours per week.
- Coordinate and manage the Special Olympics Winter Games chairpersons. Serve as liaison between WSU volunteer involvement/service and the Utah state Special Olympics offices in planning events. Plan and implement Winter Games at Powder Mountain.

Best Buddies Director (\$1100)

- Perform 10 office hours per week.
- Recruit all student partners (32); match them up with Best Buddies. Develop friendships between WSU students and the students of Ogden.

Chairpersons (\$300 each)

- Perform 5 office hours per week.

Alternative Spring Break – Coordinate a week-long service project during Spring Break.

Best Buddies – Assist director with events sponsored under the auspices of Best Buddies. Insure all hours are registered with the CIC. Support other VIP activities. Maintain scheduled office hour each week. The chair moves up to direct the Best Buddies program the next year.

- Boys and Girls Club** – Coordinate volunteers as one-to-one mentors, working with children between the ages of 7-13 . Extensive screening process is required for volunteers. Supervise and create fun activities for the children and provide a positive impact in a child's life.
- Bridging the Gap** – Coordinate and plan events with local residents of senior citizen homes. Organize Senior Health Fair and Senior Ball.
- Christmas Tree Bridge/Done in a Day** – Decorate donated Christmas trees for display in the Bridge, and organize the donation of the trees to local families. Plan and implement all blood drives for VIP. Support MLK Day. Support community partners with special events. Assist with food drives. Plan short-term service projects.
- Environmental Initiatives** – Work with Ogden's Green Team, work on comprehensive environmental plan for Weber State University. Continue with Adopt-a-Street and recycling. Continue initiative with Weber School District (3 elementary schools).
- Food Pantry Chair** – Continue marketing the Food Pantry to the Women's Center, Center for Diversity & Unity, Non-traditional Student Center, Counseling & Psychological Services Center and the Dean of Students. Redesign the postcard and other marketing materials, as needed. Evaluate the program, adding other WSU departments, when necessary. Collaborate with other departments when they organize food drives. Shelve, sort and rotate food, paying close attention to expiration dates on all cans; remove expired products. Maintain confidentiality of users and of the pantry itself. Be the person in charge on Fridays from 1:00 to 3:00 p.m.
- Habitat for Humanity** – Organize volunteers to build low income housing through Habitat for Humanity. Oversee all donations and fundraising for the local Habitat for Humanity Chapters. Work with the Ogden/Weber affiliates. Also, assist with builds on site. Assist with annual report.
- Head Start** – Organize monthly mentoring activities with local Head Start children and volunteers. Plan and implement visits to WSU.
- Homeless Projects** – Work with local homeless shelters, involving students in issues of poverty. Partner with Ogden Rescue Mission, St. Anne's Homeless Shelter, Catholic Community Services.
- 2 Special Olympics Team** – Assist with travel to other universities and attend the Saturday practices. Work with getting proper paperwork in place for athletes. Support director in any duties as assigned. Become familiar with program in order to possibly move up to director position the following year.
- Special Olympics Winter Games Public Relations** – Assist the Special Olympics Director. Recruit members for management team and oversee the following six committees: Media, Fund Raising, Ceremonies, Volunteers, Banners, and Dance.
- Special Olympics Winter Games Sports** – Assist Special Olympics Director. Recruit members for management team and oversee the following six committees: Bowling, Skating, Equipment, Olympic Town, Security, and Spirit.
- Special Olympics Winter Games Service** – Assist Special Olympic Director. Recruit members for management team and oversee the following six committees: Registration, Housing, Transportation, Meals, Registration, and Medical.
- YCC** – Provide service for low-income populations and people in crisis under the guidance of the YCC.
- YMCA** – Mentors elementary school students in Ogden School District.

Student Programming Positions

Campus Activities Director (\$1100)

- Perform 10 office hours per week.
- Responsible for the success of the social activities orchestrated and sponsored by WSUSA.
- Responsible for concerts, dances, parties, activities, and other major social events.
- Oversee Activities Team Chairpersons.

6 Team Chairpersons (\$300 each)

- Perform 5 office hours per week.
- **Chairs will rotate leadership roles to produce activities such as these:**

Café Productions – Sponsor presentations and performances during the 9-5 work day, focusing on developing life skills and having fun. Midday

Family Programs – Produce activities for WSU parents and their children (i.e. Easter Egg Hunt, planetarium field-trips, etc.)

Midday Madness – Activities and events during the middle of the day.

Purple Pak – Coordinate programs and events in conjunction with sports events; promote attendance at home sports games.

Special Events – Sponsor productions. May include comedians, illusionists, bands, and concerts. Also responsible for large-scale special events, i.e., Rock the Bell Tower.

Special Projects – Plan the fall theme week and Sunfest, the Mr. WSU Pageant, Cowboy Up, Mardi Gras, dances, etc.

Arts & Lectures Positions

Arts and Lectures Director (\$1100)

- Perform 10 office hours per week.
- Responsible for planning and implementing the educational speeches and presentations that will benefit all varieties of students, faculty, staff and the local community.
- Ensure that a wide range of topics are covered, and high-quality speakers and presenters are contracted.
- Serve as liaison with university committees (i.e., Diversity University, TLF, Undergraduate Literature Conference, etc.).
- Oversee Arts and Lectures Chairpersons.

3 Chairpersons (\$300 each)

- Perform 5 office hours per week.
- **Chairs will rotate leadership roles to produce activities such as these:**

Honors Issues – (Selected by Honors Department.) Coordinate the Honors Issues speaker series in coordination with the Honors Department. Recruit and maintain a committee to assist in the planning and carry through of the activities and events that are scheduled. Meet regularly with the advisor for Honors Issues as well as the Arts and Lectures Director.

Hospitality and Logistics – Assist the director with the booking, travel, and on-site logistics of speakers and programs arranged by the Arts and Lectures director. Help with the pick up and travel plans of any speaker brought to campus. Recruit committee members to assist with the Arts and Lectures committee.

Marketing and Publications – Distribute press releases, work with local media and on-campus media relations, and contact special interest groups with Convocations information. Plan promotions events and distribute posters.

Senate Positions

Senators (\$1000 each, if elected; \$500 each, if appointed)

- Perform 8 office hours per week.
- Attend weekly Senate meeting.
- Serve on various committees as assigned by the legislative vice-president.
- Create an area council and represent the respective constituency.
- Plan and execute at least three activities each academic semester.

Parliamentarian (\$300)

- Perform 5 office hours per week.
- Ensure that senate meetings operate under the Robert's Rules of Parliamentarian Procedure, latest edition.

Senate Secretary (\$300)

- Perform 5 office hours per week.
- Keep and distribute minutes and tally votes in Senate meeting

Supreme Court Positions

Chief Justice (\$550)

- Perform 5 office hours per week.
- Meet weekly with associate justices.
- Administer all WSUSA oaths of office.
- Review the constitutionality of legislation.
- Interpret the constitution.
- Review appeals of decisions made by the elections committee when petitioned

2 Associate Justices (\$300)

- Perform 5 office hours per week.
- Meet weekly with chief justice.
- Assist on judicial projects as assigned.

Ombudsman (\$300)

Weber State University- Davis Campus Davis Campus Student Council Position Descriptions

OVERVIEW

Each position on the Davis Campus Student Council (DCSC) works to encourage and promote interest in Student Affairs Programs and Services and to promote and develop activities that enrich the social, cultural and academic life at Weber State University Davis.

The DCSC charges all Council members with developing committees to support their appointed positions and to recruit students to participate in Council meetings and activities. Council members are encouraged to co-sponsor activities with various departments, student groups, faculty, and staff. *Semester compensation for each position is in parentheses.

All Council members are required to:

1. Attend regularly-scheduled Davis Campus Student Council Meetings.
2. Commit to and follow through with two office hours per week.
3. Submit a brief monthly report to the Davis Campus Vice President and advisors.
4. Participate in 75% of DCSC sponsored activities.
5. Develop and implement new projects and programs.
6. Attend all scheduled trainings provided.
7. Meet once a week with advisor (meeting can coincide with office hour).
8. Complete additional duties as assigned.

POSITIONS

Executive Secretary (\$864)

- Be responsible for (in conjunction with WSU Davis VP) all agendas, minutes, reports, presentations and correspondence for the Council.
- Maintain and update all meeting minutes, news articles, advertising materials, and photos of events in historical binder.
- As directed by WSU Davis VP, send Council business-related text messages to Student Council members.
- Photograph events and work with Publicity Director and Advertising Assistant to maintain bulletin boards and/or website.

Director of Diversity (\$864)

- Serve as chair of the WSU Davis Diversity Student Planning Committee.
- Promote diversity awareness on campus, providing educational opportunities that showcase the many cultures and viewpoints of the student body.
- Represent WSU Davis on the WSU Ogden Student Diversity Committee.
- Assist in the development of educational programs/events that promote the WSU Davis Multicultural Student Services mission and goals.
- Work closely with the Publicity Director to ensure all events are adequately advertised.

Assistant Director of Diversity* (\$300)

Director of Nontraditional Students (\$864)

- Serve as chair of the WSU Davis Nontraditional Student Board.
- Serve as a student representative of the WSU Davis Nontraditional Student Services.
- Develop audience-specific programming for nontraditional students at the Davis Campus.
- Work closely with the Nontraditional Student Senator and communicate effectively with the student population to determine special needs, resources and programming opportunities.
- Work closely with the Publicity Director to ensure all events are adequately advertised.

Assistant Director of Nontraditional Students* (\$300)

Director of Publicity (\$864)

- Produce advertising and various publications of a professional quality for events and activities .
- Create a marketing concept for events that includes multiple methods of advertising events and activities.
- Coordinate advertising on the Ogden Campus: Posters, Flyers, Marquee, and with the Signpost.
- Coordinate with the Advertising Assistant on advertising responsibilities.

Assistant Director of Publicity* (\$300)**Director of Service Projects (\$864)**

- Work closely with the WSU VIP Service Director and communicate effectively with the student population to determine specific needs of community involvement.
- Be responsible for promoting community service on campus and within the student body.
- Make community service opportunities accessible for students.
- Work closely with the Publicity Director to ensure all events are adequately advertised.

Assistant Director of Service Projects* (\$300)**Director of Traditional Student Activities (\$864)**

- Develop social activities that focus on building community among students.
- Organize recreation events, such as volleyball and skating.
- Plan and organize events for a broad audience, including traditional-aged students.
- Coordinate with WSU Ogden Campus Activities Director to provide access to events and opportunities on Davis Campus.
- Work closely with the Publicity Director to ensure all events are adequately advertised.

Assistant Director of Traditional Student Activities* (\$300)**Director of Women Students (\$864)**

- Serve as chair of the WSU Davis Women's Student Planning Committee.
- Coordinate activities during Women's History Month (March).
- Assist in the development of educational programs that promote the WSU Davis Women's Student Services mission and goals.
- Work closely with the Publicity Director to ensure all events are adequately advertised.

Assistant Director of Women Students* (\$300)***All Assistant Directors are required to do the following:**

1. Attend all Student Council meetings.
2. Attend and assist with all events related to the position area.
3. Meet with advisor as needed.
4. Determine a leadership goal to meet during the semester.
5. Assess personal progress and discuss with Director and Advisor.

Assistant Director Job Descriptions

The responsibility of the Assistant Director is to support the program/event/activity that the Director is implementing.

Methods:

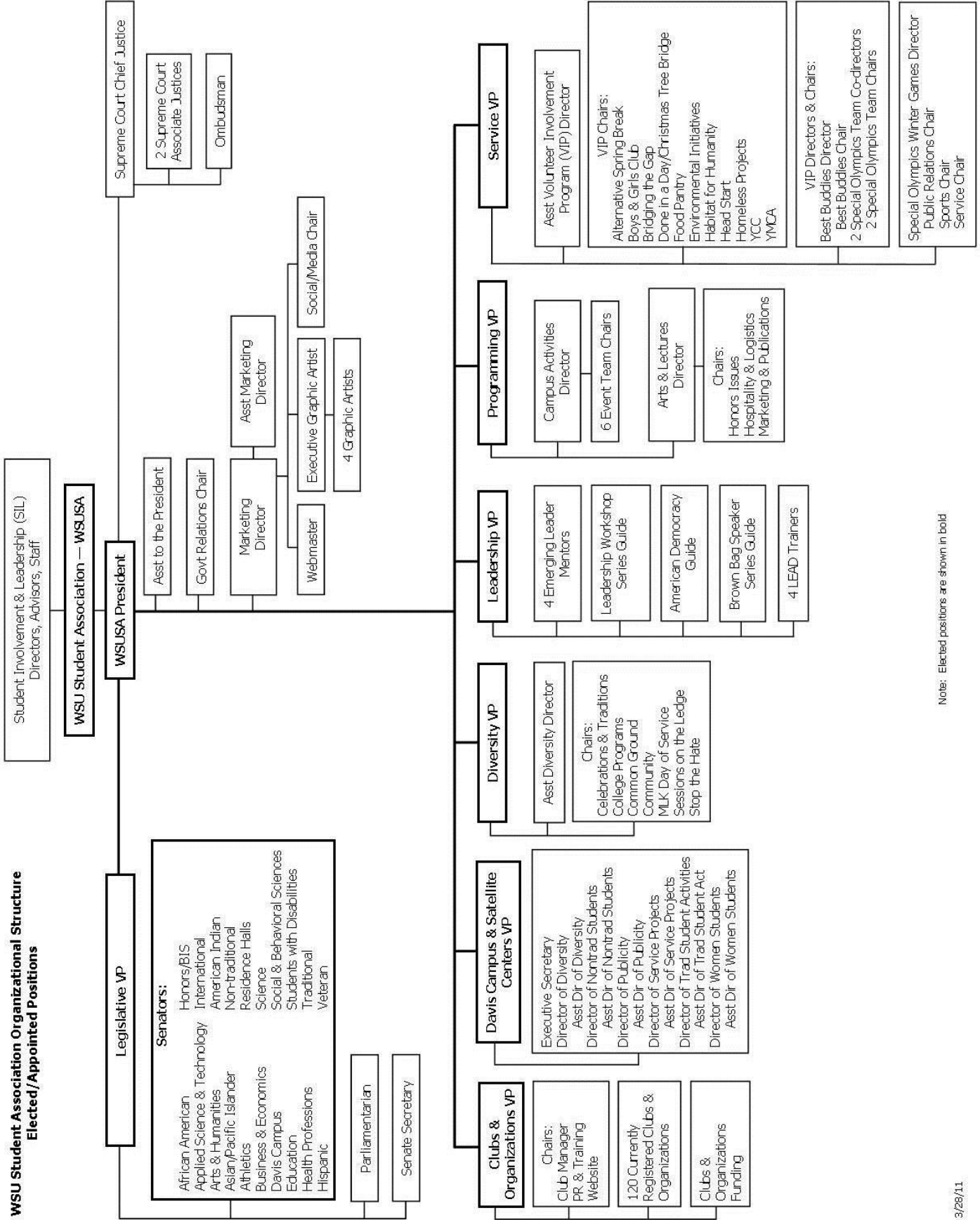
- Stay in close communication with the director.
- Brainstorm/research ideas for events.
- Perform tasks related to the planning, set-up, presentation, and clean-up of the event.

Example tasks:

- Make phone calls
- Purchase supplies
- Decorate
- Promote the event by word of mouth and flyers
- Give task assignments to the committee/council as per the Director's instructions
- Attend and work the event
- Clean up after the event

If you have questions about any of the Davis Campus positions, please contact Jennifer Grandi, at 395-3443 or jgrandi@weber.edu, or Erik Ashby, at 395-3514 or erikashby@weber.edu.

**WSU Student Association Organizational Structure
Elected/Appointed Positions**



Note: Elected positions are shown in bold