Thank you for your interest in serving as a member of the Student Government Association Executive Branch for the 2020-2021 Academic Year. Being a member of the Executive Branch offers a unique opportunity to make a significant impact on students and the university. Student Government is committed to staying aware of the general welfare of the student body; serving as a channel of communication between the student body, faculty, and administration; establishing and executing programs and projects beneficial to the student body; and promoting and improving relations between the local community and student body.

Serving on the Student Government Executive Branch requires a significant commitment. Some positions will manage a budget, others will work with top administrators and community leaders, many will have a multitude of responsibilities, and all will be representing the student body as we work to accomplish various aims of Student Government throughout the year.

The Executive Branch of SGA is comprised of the Executive Cabinet (President, Chief of Staff, Executive Assistant to the President, Director of Financial Affairs, Director of Communications & Marketing, Director of Traditions, Director of Campus Outreach, Director of Programming & Special Projects, Director of Leadership Development, and Director of Government Affairs) and the Executive Team (Coordinators).

The President will appoint the members of the Executive Cabinet and work alongside these Director to select their Coordinators. Members of the Executive Branch will be required to attend a weekly meeting with the President and Chief of Staff during the Fall 2020 & Spring 2021 semesters and serve Office Hours at the discretion of the SGA President. Many Executive Cabinet positions will be required to meet occasionally throughout the summer, before classes start in August.

Descriptions of Cabinet positions can be found beginning on page 2. Please read them over carefully before filling out the application.

Please email questions and send a resume and headshot to sga@southeastern.edu. In addition, please fill out this application: https://forms.gle/bjnv67QJp8k3eKDD8

The deadline to submit an application is Monday, June 22, 2020, at 5PM.
Chief of Staff

Position Description
The Chief of Staff is responsible for the oversight and coordination of the Student Government’s Executive Cabinet. They work closely with the President and Executive Board in assuring the goals of the Student Government Association are met.

Responsibilities
- Attend weekly Cabinet meetings.
- Oversee day-to-day operations of the Executive Branch.
- Assist Directors in executing tasks and responsibilities.
- Prepare agendas and serve as vice-chair of weekly cabinet meetings.
- Oversee pre/post evaluations of all SGA events and programs.
- Plan and Facilitate the SGA Retreat, which shall be held before the beginning of the Fall 2020 semester.
- Coordinate the Student Government Association Awards Banquet, which shall be held at the end of the Spring 2021 semester.
- Serve office hours at the discretion of the Student Government Association President.
- Submit a monthly report to the President outlining the goals/achievements of the Cabinet.
- Any other duties as assigned by the President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements
- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation
Executive Assistant to the President

Position Description
- The Executive Assistant to the President is responsible for all administrative and clerical duties for the Office of the SGA President and serves as the President’s official scheduler.

Responsibilities
- Attend weekly Cabinet meetings.
- Coordinate the President’s calendar by scheduling meetings, appointments, events, speeches, appearances, etc.
- Assist the President with speech preparation.
- Assist the President with the creation of executive reports and communications.
- Assist the Chief of Staff with logistics for Executive meetings (agendas, room reservations, etc.).
- Assist the organization with maintaining records.
- Maintain an internal activities calendar for all important dates, functions, and meetings.
- Distribute all legislation approved by the President to appropriate individuals and entities.
- Assist the Chief of Staff with operations for all SGA events.
- Accompany the President to meetings with university administration, events, speeches, appearances, etc. as needed.
- Any other duties as assigned by the President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements
- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation
Director of Financial Affairs

Position Description

- The Director of Financial Affairs is responsible for all financial matters and financial projects of the Student Government Association. The Director will also be in charge of appointing and overseeing two financial coordinators with consent and approval from the President.

Responsibilities

- Attend weekly Cabinet meetings.
- Keep accurate and up-to-date balances of all Student Government Association funds and accounts.
- Appoint and Oversee a Legislative and Executive Financial Coordinator with consent and approval of the SGA President.
- Serve on the Budget Oversight Committee.
- Serve as Vice Chair of the Capital Outlay Committee.
- Keep an ongoing report, documenting the balances and transactions of all Student Government Associations funds and accounts, to be submitted to the President on the first of each month.
- Serve as a financial advisor to the Student Government Association President on all SGA financial matters.
- Keep all financial records and upkeep previous financial records.
- Issue a detailed report of all Student Government Association funds and accounts as well as any financial projects at the end of his/her term.
- Any other duties as assigned by the President.

Qualifications

- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements

- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation
- A student working towards a degree in the College of Business is preferred.
Director of Communications & Marketing

Position Description

• The Director of Communications & Marketing is responsible for managing all external communications for the Student Government Association. The Director drafts press releases, periodic reports, and constant social media posts to improve SGA accessibility and transparency. In addition, they should be able to write clearly and understand branding strategy.

Responsibilities

• Attend weekly Cabinet meetings.
• Shall be responsible for the advertisement, marketing, and publicity of all SGA events and initiatives by collaborating with those individuals planning said activities.
• Appoint and oversee a Graphic Design Coordinator, Photography Coordinator, Social Media Coordinator, Videography Coordinator, and Web Design Coordinator with the consent and approval of the SGA President.
• Shall compile photos and other information related to the SGA and update the SGA website and social media pages.
• Shall order all marketing and promotional materials.
• Shall be trained in software language and programing during the summer in all aspects of social media and SGA relevance.
• Any other duties as assigned by the President.

Qualifications

• Exceptional Time Management and Organizational Skills
• Creative approach to problem solving
• Effective communication skills, both written and oral
• Ability to develop vast knowledge of Southeastern Louisiana University
• Interest in policies and programs that affect college students and higher education in general

Requirements

• 2.5+ Grade Point Average
• Must be free of any academic and/or disciplinary probation
• A student working towards a Business and/or Communications Degree is preferred.
Director of Traditions

Position Description
- The Director of Traditions is responsible for effectively planning and executing SGA’s two biggest and most prominent events: Homecoming Week and the BIG Event. They will also assist with the implementation of Southeastern Service Saturdays where students can sign up to participate in community service projects throughout the year.

Responsibilities
- Attend weekly Cabinet meetings.
- Shall be responsible for the planning, implementation, and effectiveness of SGA’s landmark events: Homecoming Week and the BIG Event.
- Appoint and Oversee a Homecoming Coordinator, BIG Event Coordinator, and Community Service Coordinator with consent and approval of the SGA President.
- Work with the Homecoming and BIG Event Coordinator to establish a committee for each respective event.
- Assist the Community Service Coordinator in identifying projects that are open to all students and that will benefit the community.
- Any other duties as assigned by the President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements
- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation.
Director of Campus Outreach

Position Description

- The Director of Campus Outreach is charged with representing SGA in meetings with campus organizations, managing SGA visibility and campus engagement events, informing the SGA Executive Board of events occurring on campus, and determining the necessity of Town Halls with certain administrators should issues pertinent to students and campus arise.

Responsibilities

- Attend weekly Cabinet meetings.
- Represent SGA at all tabling and campus engagement events, including but not limited to: Summer Orientation, Organization Browses, Lion Pride Preview, etc.
- Appoint and Oversee Alumni Outreach Coordinator, Diversity and Inclusion Coordinator, Student Outreach Coordinator, Sustainability Coordinator, and Faculty/Staff Outreach Coordinator with consent and approval of the SGA President.
- Open lines of communication with all student organizations at Southeastern.
- Work to make sure that SGA is reaching and engaging with a diverse population of students.
- Work to establish a great working relationship between SGA and our faculty/staff, including the Faculty Senate.
- Any other duties as assigned by the President.

Qualifications

- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements

- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation.
Position Description

- The Director of Programming and Special Projects is charged with creating and carrying out events and activities to advance student life here at Southeastern. They are also responsible for coordinating tailgates and any special project that SGA takes on such as: ULS Day, Block Party, etc.

Responsibilities

- Attend weekly Cabinet meetings.
- Create and Develop engaging and fun events for the Student Body to improve campus life.
- Coordinate all Athletic Tailgates and Bus Trips.
- Appoint a Tailgating Coordinator, Campus Activities Coordinator, and Special Projects Coordinator with the consent and approval of the SGA President.
- Work to establish a great working relationship with our Campus Activities Board and Athletics Department.
- Any other duties as assigned by the President.

Qualifications

- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements

- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation.
- Past/Current experience with the Campus Activities Board and/or Athletics is preferred.
Director of Leadership Development

Position Description
- The Director of Leadership Development is charged with creating and implementing a leadership advancement program dedicated to building future leaders on campus. This initiative will be planned during the summer with the President and Chief of Staff and implemented in the Fall 2020 semester.

Responsibilities
- Attend weekly Cabinet meetings.
- Create and implement an innovative and robust leadership advancement initiative.
- Appoint 2-3 Leadership Development Coordinators who will help to facilitate the program with the consent and approval of the SGA President.
- Any other duties as assigned by the President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements
- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation.
- Past/Current experience in a Leadership Development program is preferred.
Director of Governmental Relations

Position Description
- The Director of Governmental Relations seeks to improve SGA’s relationship with official at all levels of government. The goal of Governmental Relations is to expand the voice of students beyond the university setting and affect policy changes in the interest of students.

Responsibilities
- Attend weekly Cabinet meetings.
- Advise the SGA President in government-related issues and discussions.
- Oversee relationships with the offices of legislators and other government officials.
- Work at the university to encourage voter turnout for the national, state, and local elections.
- Develop civic engagement opportunities for students (i.e. voter registration drives, political lectures, forums, debates, etc.)
- Appoint 2-3 Civic Engagement Coordinators with the consent and approval of the SGA President.
- Work to establish a great working relationship with our Office of Public and Governmental Affairs.
- Any other duties as assigned by the President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of Southeastern Louisiana University
- Interest in policies and programs that affect college students and higher education in general

Requirements
- 2.5+ Grade Point Average
- Must be free of any academic and/or disciplinary probation.
- Applicants must have an unbiased appreciation for state and local politics.
- Applicants with connections to current community leaders are preferred.