



## **APPLICATION and PETITION FOR EXECUTIVE SECRETARY**

### **JOB DESCRIPTION and QUALIFICATIONS**

**Wages:** \$8.15/hour

**Hours per week:** 10

**Responsibilities:**

- a. Serve as public relations officer of SGA.
- b. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- c. Oversee all SGA electronic media, including but not limited to the SGA web page and e-mail account.
- d. Record, distribute and post minutes from meetings of the Student Body President's Cabinet, Student Senate, and Leadership Council.
- e. Perform other secretarial duties as needed, including, but not limited to, ensuring that adequate office supplies are available in the SGA offices.
- f. Regularly update the SGA bulletin board to inform students of SGA proceedings and initiatives.
- g. Represent SGA at the annual Opportunities Fair and Carnival of Clubs.
- h. Prepare an end of year report in the spring for the Executive Secretary and the outgoing Student Body President.
- i. Serve on Communications Committee and help provide leadership.
- j. Attend leadership training and development sessions such as the Leadership Retreat.
- k. Serve as a member of the SGA Grant Committee.

**Candidate Qualifications:**

- NOT be on academic, chapel, or disciplinary probation the semester before or semesters during term in office.
- Be in at least second semester at Messiah College.
- Intend to hold office for both fall and spring semesters of the 2016-17 academic year.

### **APPLICATION PROCEDURES for 2016**

- Below is the application to run for **EXECUTIVE SECRETARY**. Please answer all questions in neat, legible handwriting or electronic type.

Application for EXECUTIVE SECRETARY

DUE: March 4, 2016

- In accordance with Section 5 of the SGA Governance Manual, the following timeline and procedures are to be followed for Student Body President's Cabinet elections and nominations:
  - APPLICATIONS/RESUMES DUE: **March 4, 2016**; please submit electronic materials to [SGA@messiah.edu](mailto:SGA@messiah.edu) and print materials to Suite 3050/Larsen 202.
  - CAMPAIGNS for Student Body President/Vice President pairs may begin only when the Elections Coordinator confirms receipt of the pair's application. All campaign material must be removed within 24 hours of the end of the voting period and are subject to review by the Elections Coordinator.
  - POLLS WILL OPEN to the Student Body for the Student Body President/Vice President pairs on **March 22 at 9PM** and close on **March 24 at 9PM**.
  - Candidates for all other Cabinet positions will be notified of the names for President-elect and Vice President-elect within 24-hours polls closing.
  - The President-, Vice President-elect and the Cabinet Nominations Panel will receive all applications for Chair of the Peer Review Board, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations, and Executive Secretary within 48-hours of polls closing.
  - Interviews for the Chair of the Peer Review Board, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations, and Executive Secretary candidates will take place with the Student Body President, President-elect, Vice President-elect, current office holder, and SGA Advisor will be held from **April 4 to April 8**.
  - The Cabinet Nominations Panel will make their recommendations to Student Senate for approval on **April 14, 2016**.

**APPLICATION and RESUME**  
EXECUTIVE SECRETARY, 2016-2017

*Answers to these questions will be used by SGA for advertising the campaign; however, these questions are meant to help candidates reflect on their character, calling and competencies as they apply to leadership at Messiah. Candidates may choose to submit their answers in a separate document. Please keep answers to 200 words.*

**NAME:** Click to Enter Text

**YEAR:** Click to Enter Text

**MAJOR:** Click to Enter Text

**Why do you want to hold this position?**

Click to Enter Text

Application for EXECUTIVE SECRETARY  
DUE: March 4, 2016

**Do you have prior experience in this position in any other group, context, or setting, and if so, please briefly describe it?**

**Click to Enter Text**

**How would you define the purpose of SGA?**

**Click to Enter Text**

**In your opinion, what is an issue Messiah College currently faces and how would you like to change it?**

**Click to Enter Text**

**Please attach your resume to this application.**