



OFFICE OF THE PRESIDENT
**Instructions for Application for
Committee Aides and Cabinet Positions**

Dear Fellow Yellowjacket,

We are pleased that you are interested in taking an active role in student government this year. We seek highly motivated, energetic and eager people to fill all of these positions. Please take the time to present yourself as best you can. If at any time during the application process you have questions or concerns, please feel free to email or call us.

Application:

- ❖ **FINAL DEADLINE:** Thursday, September 17th, 2009 at 10pm
- ❖ Applications will be accepted prior to this date: see “Early Applications” below.
- Place your application in the hanging envelope on the door of **101G** in the **Ruth Merrill Center, Wilson Commons** OR email as a word attachment to sapres@mail.rochester.edu.
- Applicants are **strongly** encouraged to sign up for an interview (see below).
- You should receive an email confirming receipt of your application, but please feel free to email sapres@mail.rochester.edu to double check.
- We will announce our decisions by Sunday night, September 20th so that our nominees can be confirmed on **Monday, September 21st at 9pm** in the **Gowen Room** at the regularly scheduled Senate meeting. The nominees must be at the Senate meeting in order to be confirmed.
- All students, regardless of class year, departmental major, or club affiliation, are welcomed and encouraged to submit an application. Students studying abroad currently or planning to do so in the near future are likewise encouraged to submit an application.

Interview Process:

- Fifteen-minute interviews will be scheduled September 18th, 19th and 20th. Sign-ups are outside **101G** in the **Ruth Merrill Center**, in Wilson Commons.
- If you cannot make any of these times, please contact us to arrange an alternative interview time.
- Interviews are the best chance for you to expand upon and supplement your application. They are simply informal conversations with the SA leadership. Feel free to dress casually.

Early Applications:

- We will accept applications prior to the deadline. We suggest that members of the Class of 2013 that are running for an elected position wait to see the outcome of that election prior to submitting an application.

Eric Weissmann
Students' Association President
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(240) 461-1286

Brittany Crowley
Students' Association Vice President
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Please contact SA President Eric Weissmann
(sapres@mail.rochester.edu or 240-461-1286) with questions or concerns.

Descriptions of Committees

Committees are the forces of action in government and work on behalf of the Senate. **Committee Aides** are appointed students who show an interest in working in student government. They have the ability to take on personal projects and have a desire to help fellow students by working on one of the Senate committees listed below. Aides are required to attend weekly committee meetings.

The *Policy and Review Committee* helps new student groups become recognized by the SA. Policy and Review is also responsible for monitoring the activity of current student groups, as well as handling any debate and revisions to the Student Associations' Constitution, Bylaws, and Policy and Procedure Manuals.

The *Projects and Services Committee* works with the various departments that provide student services (*i.e.* parking, dining, housing, bookstore, security), working to improve their quality continually. The Committee works intimately with administrators and the heads of departments and University Offices.

The *Communications and Public Relations Committee* is the outward voice for the SA government. It publishes newsletters, heads PR campaigns, and helps manage The Hive, the SA website. Some proficiency in design software, such as PowerPoint, Publisher, Photoshop, or InDesign is helpful but not required.

The application is available for download at sa.rochester.edu/president in the “Important Documents” section.