

**2024-2025**

 **Executive Team**

 **Application Package**

This packet contains all of the forms, qualifications, expectations and information needed for a candidate in the 2024-2025 Southwestern College Student Foundation Executive Team

**STUDENT FOUNDATION**

**EXECUTIVE TEAM APPLICATION**

**Experience the difference and excitement of strengthening the Builder Community**

Student Foundation serves as a programming board to create community, and meaningful experiences for all Builders at Southwestern College. Our mission is to enrich the collegiate experience by providing programs, services and involvement opportunities which promote unity, diversity and student development. Student Foundation programs are directed toward physical, spiritual, mental, educational, and social health of the students.

Student Foundation membership is made up of Southwestern College students. Members provide the insight to the student body that allows the group to coordinate effective events and programs for the campus.

The Student Foundation Executive Team come from members that have experience with STUFU general board membership or general event planning. The team is comprised of the President, VP of Marketing and Finance, VP of Community, VP of Traditions, VP of Education, and VP of Sports.

All members of the Student Foundation Executive Team must have the following qualifications:

* A good academic standing (2.0 cumulative GPA)
* Servant attitude towards SC with a positive work ethic
* A desire to work with student, faculty, and staff.
* Good customer service skills
* Positive attitude
* Good disciplinary standing
* Sensitivity to diversity

All members of the Executive Team have the following expectations:

* Attend Impacct week/Buildercamp as Orientation Leader.
* Attend weekly executive meetings.
* Weekly one-one-one meeting with Campus Life Director.
* Maintain and keep Campus Life Office clean and organized.
* Participate in the planning and implementation of Student Foundation events.
* Maintain at least 5 hours per week in the Campus Life Office.
* Duties begin in April.
* Help with recruitment and retention of general members.
* Lead general member meetings and committee meetings.
* Work with incoming executive team to prepare them for his/her duties.
* Set individual goals within the STUFU mission and values.

**Signatures Events**

* Keeping the Spirit
* Homecoming
* Summer Send Off
* Bingo Nights
* Movie Nights
* Week of Love
* SC Christmas
* Homecoming with SGA collaboration

**Timeline for the 2023 STUFU**

Sunday, March 3rd Packets available

Friday, March 8th Packets due by 5P.M.

**(Campus Life Office or online)**

March 18th -22nd Interviews with Campus Life Director

Thursday, March 28th Announcement of new executive team

**Hiring Process**

You will be required to submit the following to be consider for the Executive Position

* Resume
* Cover Letter
* Professional Portfolio

Need ideas on what goes in a portfolio click [here](https://www.thebalancecareers.com/what-is-a-professional-portfolio-1987043). (any essays, projects outline, presentations, flyers, you have done and you are proud of)

Submit your application at:

<https://form.jotform.com/SouthwesternCollege/executive-team-stufu>

**Training Process**

* The training process is mandatory and will occur after hiring process has been completed. Documents will be distributed to the newly hired team describing all positions and expectations. The outgoing executive team and STUFU Advisor will conduct a retreat training during the month of April; failure to attend the training could cause your dismissal.
* Besides formal training, incoming executives are expected to maintain an active role in all Student Foundation activities, meetings, and events. Shadowing current executives will serve as essential practical training.
* **The Campus Life Director will notify executives when they are expected to return to campus for Fall 2024 to plan as well as participate in orientation activities.**

**Position Descriptions**

**President of Student Foundation**

The President of Student Foundation is responsible for assisting in the development and oversight of Student Foundation. This position involves aligning STUFU programming, events, and activities to shape the students' experience in a purposeful way that values and advances the mission of STUFU and Southwestern College. The President empowers the rest of the executive team to be autonomous and holds regular meetings with the Campus Life Director to ensure effective communication and alignment.

**Responsibilities:**

• Lead STUFU executive meetings.

• Oversee the planning, organization, and execution of events and activities for the student body.

• Lead a team of student leaders to create and implement engaging and inclusive programming.

• Work with campus departments, and community to secure resources and support for events.

• Ensure that all events and activities align with the mission and values of the institution, and with school policies and regulations related to event planning and safety.

• Maintain accurate records of programming board activities and budgets.

• Work collaboratively with other student organizations and campus departments to enhance the student experience.

**Qualifications:**

• Proven leadership experience in a student organization or similar setting.

• Excellent communication and interpersonal skills.

• Strong organizational and problem-solving skills.

• Ability to work collaboratively with diverse groups of people.

• Strong commitment to the mission and values of STUFU and Southwestern College.

\*Must be a STUFU Executive for one academic year prior\*

**Vice President of Marketing and Finance**

The Vice President of Marketing and Finance is responsible for developing and implementing marketing strategies to promote STUFU events, activities, and initiatives to the campus community and beyond. The Vice President of Marketing and Finance will work closely with other executive team members to ensure effective marketing, coordination of activities, and tracking STUFU’s budget.

**Responsibilities:**

* Develop and implement marketing strategies to promote programming board events, activities, and initiatives to the campus community and beyond.
* Create and manage a calendar to ensure timely promotion of events and activities.
* Collaborate with other executive members to create promotional materials, including flyers, posters, social media graphics, and other materials as needed.
* Manage STUFU social media accounts (Instagram, Facebook, Twitter), including creating and scheduling posts, monitoring engagement, and responding to comments and messages.
* Work with campus media outlets and other external partners to promote programming board events and activities. (JinxTale with Kaydee Riggs-Johnson, Press release and Tv’s on campus with Charles Osen, SCKANS STUFU website with Terry Quiett)
* Create and maintain a budget with the STUFU President, track spending, and help other executives create a budget for their events.
* Attend all committee and executive meetings and provide regular updates on communications activities.
* Work closely with other board members to ensure effective marketing strategies and coordination of activities.

**Requirements:**

* Excellent communication skills, both written and verbal.
* Strong project management skills, with the ability to manage multiple projects simultaneously.
* Experience developing and implementing communication strategies in a professional or academic setting.
* Experience creating and managing social media accounts, email newsletters, and other communication channels.
* Strong graphic design skills
* Ability to work effectively as part of a team.
* Demonstrated ability to think creatively and strategically.
* Strong organizational skills, with a keen attention to detail.

**Vice President of Community**

The Vice President of Community is responsible for creating and organizing a variety of events throughout the school year utilizing the Winfield Community. This individual plays a pivotal role in bringing the school community and the Winfield community together through events like Movie Nights, Skate Nights, service projects, and coordination with local business (Winfield Area Chamber of Commerce, Walnut Valley Festival, College Hill Coffee, Gottlob Lawn and Landscape, ect.). With a keen eye for creativity and attention to detail, the Vice President of Community leads the planning and execution of these events, ensuring that they are fun, engaging, and memorable for all those who attend.

Responsibilities:

* Lead the planning, organization, and execution of community-based events for the student body.
* Work closely with the President and other members of the executive team to develop creative, engaging, and inclusive events.
* Recruit, train, and manage a team of student leaders to assist with event planning and execution.
* Collaborate with campus partners and vendors to secure resources and support for events.
* Evaluate events to assess their effectiveness and identify areas for improvement.
* Develop and implement strategic plans for the organization's theme events, setting goals and objectives for the team to achieve.
* Collaborate with student organizations, faculty, and staff to promote events and encourage attendance.
* Oversee event logistics, including venue selection, equipment rental, vendor coordination, and event setup and breakdown.
* Ensure that events adhere to school policies and regulations, including health and safety guidelines.

Qualifications:

* Strong leadership skills and experience managing teams or committees.
* Excellent organizational skills and attention to detail.
* Creativity and a passion for event planning.
* Strong communication and interpersonal skills to work effectively with others.
* Prior experience planning or organizing events is preferred not required.

**Vice President of Sports**

The Vice President of Sports is responsible for leading a student committee responsible for organizing a variety of tournaments, and sport events throughout the school year. This individual plays a pivotal role in bringing the school community together through events like tailgates, intermural sports, watch parties, Spirit Days/Week, athletic events activities, and tournaments. With a keen eye for creativity and attention to detail, the Vice President of Sports leads the planning and execution of these events, ensuring that they are fun, engaging, and memorable for all those who attend.

Responsibilities:

* Lead a committee responsible for promoting school spirit and coordinating sports-related events throughout the school year.
* Collaborate with the Athletic Department and student athletes to enhance the fan experience and increase attendance at sporting events.
* Organize and execute sports tournaments and competitions for the student body, including intramurals and intercollegiate events.
* Work with the Sports Committee to develop and implement creative and engaging ideas for sports-themed events and activities.
* Manage event budgets and ensure that resources are allocated effectively and efficiently.
* Collaborate with student organizations, faculty, and staff to promote events and encourage attendance.
* Oversee event logistics, including venue selection, equipment rental, vendor coordination, and event setup and breakdown.
* Ensure that events adhere to school policies and regulations, including health and safety guidelines.

Qualifications:

* Strong leadership skills and experience managing teams or committees.
* Passion for sports and working with athletes.
* Excellent organizational skills and attention to detail.
* Strong communication and interpersonal skills to work effectively with others.
* Prior experience planning or organizing sports events and/or tournaments is preferred but not required.

**Vice President of Traditions**

The Vice President of Traditions is responsible for creating and organizing a variety of events throughout the school year pertaining to traditions at Southwestern. This individual plays a pivotal role in bringing the school community together through events like the Moundbuilding ceremony, Homecoming, Keeping the Spirit, spirit days/weeks, and more. With a keen eye for creativity and attention to detail, the Vice President of Traditions leads the planning and execution of these events, ensuring that they are fun, engaging, and memorable for all those who attend.

Responsibilities:

* Lead the planning, organization, and execution of tradition-based events for the student body.
* Work closely with the President and other members of the executive team to develop creative, engaging, and inclusive events.
* Recruit, train, and manage a team of student leaders to assist with event planning and execution.
* Collaborate with campus partners and vendors to secure resources and support for events.
* Evaluate events to assess their effectiveness and identify areas for improvement.
* Develop and implement strategic plans for the organization's theme events, setting goals and objectives for the team to achieve.
* Collaborate with student organizations, faculty, and staff to promote events and encourage attendance.
* Oversee event logistics, including venue selection, equipment rental, vendor coordination, and event setup and breakdown.
* Ensure that events adhere to school policies and regulations, including health and safety guidelines.

Qualifications:

* Strong leadership skills and experience managing teams or committees.
* Excellent organizational skills and attention to detail.
* Creativity and a passion for event planning.
* Strong communication and interpersonal skills to work effectively with others.
* Prior experience planning or organizing events is preferred not required.

**Vice President of Education**

The Vice President of Education is responsible for creating and organizing a variety of events throughout the school year utilizing education. This individual plays a pivotal role in bringing the school community and together through events like mental health awareness, Hispanic heritage month, sexual assault awareness, week of excellence and more. With a keen eye for creativity and attention to detail, the Vice President of Education leads the planning and execution of these events, ensuring that they are fun, engaging, and memorable for all those who attend.

Responsibilities:

* Lead the planning, organization, and execution of education-based events for the student body.
* Work closely with the President and other members of the executive team to develop creative, engaging, and inclusive events.
* Recruit, train, and manage a team of student leaders to assist with event planning and execution.
* Collaborate with campus partners and vendors to secure resources and support for events.
* Evaluate events to assess their effectiveness and identify areas for improvement.
* Develop and implement strategic plans for the organization's theme events, setting goals and objectives for the team to achieve.
* Collaborate with student organizations, faculty, and staff to promote events and encourage attendance.
* Oversee event logistics, including venue selection, equipment rental, vendor coordination, and event setup and breakdown.
* Ensure that events adhere to school policies and regulations, including health and safety guidelines.

Qualifications:

* Strong leadership skills and experience managing teams or committees.
* Excellent organizational skills and attention to detail.
* Creativity and a passion for event planning.
* Strong communication and interpersonal skills to work effectively with others.
* Prior experience planning or organizing events is preferred not required.