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Submitted by: Paige Hunt

MUSG Program Vice President Application 2018-2019

Position Description

MUSG is looking for applicants for the 2018-2019 Program Vice President position. The PVP serves as the Programming Officer of MUSG and is tasked with overseeing the planning and execution of MUSG and collaborative programs on and off campus, and communicating with other programming departments on campus. This is a stipend-paid position from February 15, 2018 - April 30, 2019. It is a phenomenal opportunity for a student to gain professional-level experience before entering the field.

What the Program Vice President does (in accordance with the MUSG Constitution):

1. Responsible for the direction of the Program Board.
2. Responsible for the implementation of all actions of the Program Board
3. Develops job descriptions for all Program Coordinators.
4. Is present at all meetings of the Senate. In the case of absence, the Program Vice President shall arrange for a Program Coordinator to attend.
5. Reports to the President and Executive Board.

Additional Responsibilities

The Program Vice President coordinates weekly meetings of the Program Board members and also serves as a member of the MUSG Budget Committee. The Program Board manages a budget of over \$200,000.

The PVP is also a student stakeholder for MU Homecoming and Senior Week.

The Program Vice President should maintain approximately 10 office hours per week during from late July through the school year. The PVP is required to be on-campus over the summer. PVPs have often been able to manage another full-time position during the summer in addition to this position.

The PVP manages and directs the following positions:

Program Board Coordinators

This is a student leadership position, for which an honorary stipend is given. A student who is successful in the role devotes about 10 hours per week to their leadership responsibilities. They are responsible for coordinating, planning, and implementing programs for the University community in accordance with programming areas: Late Night, Excursions, Speakers, and Special Events.

MUSG Program Board Coordinators transform creative programming ideas into reality. Coordinators are the leaders of MUSG programming. Through the development of educational and social programming, they connect students with one another to form a more cohesive Marquette community. This position comes with a \$1000 stipend.

Qualifications

A successful candidate for the Program Vice President position will be an enthusiastic leader with experience in managing teams, managing a multitude of tasks, and is highly adaptable. The successful candidate will also bring many, if not all, of the following professional qualifications, skills, experiences, and personal qualities:

- A strong and deep understanding of the value of programming on campus
- Creative and enthusiastic spirit towards faculty, students, and their work
- Planning experience with strong detail orientation
- Proven leadership experience in high school and/or college activities
- An ability to set and abide by firm deadlines.
- Strong communication and organizational skills.
- Ability to work independently and accept individual responsibility for projects or assignments.

- **Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university.**

Interview Process

Applicants will be reviewed by a committee consisting of the Student Body President, current MUSG Program Vice President, a current member of the MUSG Program Board, a representative of the Office of Student Development, an MUSG Senator, and a student-at-large.

Applicants are required to submit an application and resume on MIL, followed by at least one interview with the committee.

Benefits

This individual is considered a Marquette employee and earns a \$4,500 stipend (\$3,000 fall 2018/spring 2019, \$500 spring 2018 semester, \$1,000 summer 2018 term). This position also fulfills a 3-credit hour internship (which needs to be arranged through the Diederich College of Communications).

General Information

First Name

Paige

Last Name

Hunt

Marquette E-mail**MUID****Current Campus Address****Phone****Class Standing**

Junior

Anticipated Graduation Date

May 2018

Major(s) & Minor(s)

Major: Biomedical Science, Minor: Culture, Health, and Illness

Cumulative GPA**Anticipated Credit Hours Spring 2018**

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Additional Information

Will you be in Milwaukee during the summer?

Yes

Are you available to be present and staff the MUSG Senior Week events May 13-19, 2018?

Yes

Are you able to commit to a full year (through May 2019) in this position?

Yes

Are you available to attend the National Association for Campus Activities (NACA) National NACA conference dates? February 17 - 21, 2018 in Boston, MA? (Note, your travel, registration, lodging, and meals are covered by MUSG.)

Yes

Are you available to attend the National Association for Campus Activities (NACA) regional conference April 5 - 8, 2018 in St. Paul, MN? (Note, your travel, registration, lodging, and meals are covered by MUSG).

Yes

Application Questions

Please attach your responses to the questions below, a resumé or college involvement activity list, and the names and telephone numbers of two professional references (employment supervisor or an advisor for activities, involvement, or academics).

1. Why are you interested in the Program Vice President position and what led you to apply?
2. How does entertainment and educational programming fit into student life at Marquette?
3. What activities or involvement have best prepared you for this leadership role?
4. Describe the organizational/leadership strengths you will bring to MUSG. How will you manage a group of Program Coordinators and Program Board volunteers?
5. The Program Vice President position requires a significant time commitment, starting with the selection and training of new Program Board leadership. What time commitments do you have for the spring semester, the summer, and for next year? How will you balance a position in MUSG with your academics and other involvement?

Question Responses

Uploaded File: PVP_App.pdf

Resume with two professional references

Uploaded File: Programming_Resume_Paige_Ellen_Hunt.pdf

Spring 2018 schedule

Uploaded File: Spring_2018_Schedule.pdf

Marquette Transcripts (unofficial)--can be downloaded from CheckMarq

Uploaded File: MU_Transcript_-_Current_12_26_17.pdf

Signature

By checking this box, you agree to the following: *I understand that I cannot hold office with Marquette University Student Government if I am on academic or disciplinary probation and I authorize the review of my academic and disciplinary records for the purpose of verification.*

Selected