### ***Positions***

# Chief of Staff

Requirements

* Shall be a former Commonwealth student attending the University Park Campus during his/her period of appointment.

Duties

* Communication liaison between the CCSG President and Vice President, and the Central Staff of CCSG.
* Shall address individual concerns of CCSG Staff members and inform the CCSG President and Vice President of any ensuing situations.
* Shall aid the development of staff leadership and teambuilding workshops and initiatives.
* Shall serve as an information resource for CCSG Central Staff.
* Shall know Robert's Rules of Order *Revised.*
* Shall submit an end of the year report upon completion of his/her term.
* Shall aid the Press Secretary in preparing necessary releases to the media.
* Shall Review and recommend to the council its judgment on the constitutionality of any action.
* Shall directly oversee the work and content of all Committees and Ad-Hocs.
* Shall be responsible for the orientation of all new council members.
* Shall attend weekly Central Staff meetings.
* Shall submit a brief weekly report on business conducted.

# Executive Secretary

Requirements

* Shall be a former Commonwealth student attending the University Park Campus during his/her period of appointment.

Duties

* Shall record the minutes of all council meetings and the minutes of any other meeting, designated by the President. The minutes shall be published and posted on the CCSG website.
  + “Shall be responsible for keeping records of all official meetings of the organization, and distributing such records to the President, Vice President, and Council for approval.”
* Shall document all attendance at all council meetings and maintain an accurate attendance record including a full roll call of all members present and absent.
* Shall maintain an accurate and permanent record of all legislation, resolutions, and other actions undertaken by the CCSG.
* Shall conduct polls, surveys, or interviews deemed necessary by CCSG.
* Shall attend weekly Central Staff meetings.
* Shall submit a brief weekly report on business conducted.
* Shall carry out other duties designated by the President and Vice President.
* Shall submit an end of the year report upon completion of his/her term

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# Financial Manager

Requirements

* Shall be a former Commonwealth student attending the University Park Campus during his/her period of appointment.

Duties

* Shall be responsible for keeping accurate financial records of all Council monies.
* Council monies shall be deposited and handled exclusively through the Association of Student Activities.
* Shall directly report to the President and Vice President.
* Shall carry out other duties designated by the President and Vice President.
* Shall submit an end of the year report upon completion of his/her term.
* Shall create a brief of the budget available for each meeting.
* Shall submit a brief weekly report on business conducted.
* Shall attend weekly Central Staff meetings.

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# Public Relations Director

Requirements

* Shall be a full-time student attending the University Park Campus during his/her period of appointment.

Duties

* Shall be in charge of promoting CCSG meetings and initiatives.
* Shall work with the Chief of Staff on press releases.
* Shall attend weekly Central Staff meetings.
* Shall directly report to the President and Vice President.
* Shall carry out other duties designated by the President and Vice President.
* Shall directly oversee all advertising and media reports of CCSG
* Shall oversee the activities of the Social Media Director and Press Director
* Shall submit a brief weekly report on business conducted to the President and Vice President.
* Shall submit an end of the year report upon completion of his/her term.

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# Programming Director

Requirements

* Shall be a former Commonwealth student attending the University Park Campus during his/her period of appointment.

Duties

* Shall plan and coordinate All-University Days.
* Shall be responsible for organizing the annual Eric A. Walker Memorial Banquet following the last Council meeting of the year.
* Shall be responsible for securing appropriate facilities and coordinating Council meetings.
* Shall be responsible for CCSG’s involvement in IFC/Panhellenic Homecoming traditions and events.
* Shall carry out other duties designated by the President and Vice President.
* Shall submit an end of the year report upon completion of his/her term.
* Shall work with the Chief of Staff on new member orientation.
* Shall attend weekly Central Staff meetings.
* Shall submit a brief weekly report on business conducted.

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# Executive Liaison

Requirements

* Shall be a full-time student attending the University Park Campus during his/her period of appointment.

Duties

* Shall serve as CCSG’s chief diplomat after President and Vice President.
* Shall attend weekly Central Staff meetings.
* Shall ensure the communication needs are being met between UPUA and GPSA
* Shall create and oversee joint committees to pursue issues with UPUA/GPSA
* Shall carry out other duties as the President and Vice President may direct.
* Shall submit an end of the year report upon completion of his/her term.
* Shall attend weekly Central Staff meetings.
* Shall submit a brief weekly report on business conducted.

# Social Media Director

Requirements

* Shall be a full-time student attending either a Commonwealth or University Park Campus during his/her period of appointment.

Duties

* Shall be in charge of CCSG’s social media presence.
* Shall create CCSG’s graphics and keep track of council weekend photos.
* Shall assist the Public Relations Director in promoting CCSG initiatives.
* Shall carry out other duties as the Public Relations Director, President and Vice President may direct.
* Shall actively pursue social media initiatives to manage the presence and perception of CCSG
* Shall attend weekly Central Staff meetings.
* Shall submit a brief weekly report on business conducted.
* Shall submit an end of the year report upon completion of his/her term.

# IT Coordinator (website)

Requirements

* Shall be a full-time student attending the University Park Campus during his/her period of appointment.

Duties

* Shall be the primary website manager for CCSG website, coordinating with the Public Relations Director to ensure the website is optimized and up to date.
* Shall Assist the Executive Secretary in taking attendance electronically.
* Shall Ensure the technical needs of the council are met.
* Shall promote and implement utilization of technological advancements in conducting CCSG’s business.
* Shall attend weekly Central Staff meetings.
* Shall submit a brief weekly report on business conducted.
* Shall carry out other duties as the Press Secretary, President and Vice President may direct.
* Shall submit an end of the year report upon completion of his/her term.

# Assistant Secretary

Requirements

* Shall be a full-time student attending the University Park Campus during his/her period of appointment.

Duties

* Shall record minutes on internal meetings as appointed by the Executive Secretary, President, or Vice President.
* Shall carry out other duties designated by the Executive Secretary, President and Vice President.
* Shall monitor the utilization of information sharing resources amongst central staff members.
* Shall be responsible for keeping records related to internal accountability system at CCSG.
* Shall submit a brief weekly report on business conducted.
* Shall submit an end of the year report upon completion of his/her term.
* Shall attend weekly Central Staff meetings.
* Shall carry out other duties as the Public , President or Vice President may direct.

# Press Director

Requirements

* Shall be a full-time student attending University Park Campus during his/her period of appointment.

Duties

* Shall be in charge of all digital media efforts at CCSG.
* Shall take pictures during all council weekends and other events that CCSG is participating in.
* Shall attend weekly Central Staff meetings.
* Shall create media regarding CCSG activities for campuses to receive.
* Shall coordinate and record informational and promotional videos for CCSG.
* Shall submit a brief weekly report on business conducted.
* Shall carry out other duties as the Public Relations Director, President and Vice President may direct.
* Shall submit an end of the year report upon completion of his/her term.

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# Committee Directors

Committees

Student Affairs, Governmental Affairs, Academic Affairs

Ad-Hocs

Diversity and Inclusion, Global Engagement, Student Services at the Commonwealth Campuses

Requirements

* Shall be a former Commonwealth student attending the University Park Campus during his/her period of appointment.

Duties

* Shall know Robert's Rules of Order Revised.
* Ultimately responsible for planning committee objectives, assigning individual tasks, and tracking progress within their committee
* Responsible for organizing their committee and facilitating discussion.
* Shall attend weekly Central Staff meetings.
* Shall work with Programming Director to ensure clear communication within the committee and its various campus peers.
* Shall meet weekly with the Associate Committee Directors to coordinate and follow up on the weekly business of the committee
* Shall submit a brief weekly report on business conducted.
* Shall carry out other duties as the Chief of Staff, President, and Vice President may direct.
* Shall submit an end of the year report upon completion of his/her term.

# Associate Committee Directors

Committees

Student Affairs, Governmental Affairs, Academic Affairs

Ad-Hocs

Diversity and Inclusion, Global Engagement, Student Services at the Commonwealth Campuses

Requirements

* Shall be a full-time student attending either a Commonwealth or University Park Campus during his/her period of appointment.

Duties

* Shall know Robert's Rules of Order Revised.
* Shall support their Committee Director in organizing their committee and facilitating discussion.
* Constantly collaborating with committee director to progress the committee’s defined objectives
* Shall meet weekly with the Committee Director to coordinate and follow up on the weekly business of the committee
* Shall work with Organization Coordinator to maintain clear communication within the committee.
* Shall submit a brief weekly report on business conducted.
* Shall carry out other duties as the Chief of Staff, President, and Vice President may direct.
* Shall submit an end of the year report upon completion of his/her term.

### CCSG Central Staff Application

**2017-2018 Academic Year**

**Things to keep in mind while completing this application:**

* Please make sure you have read the general Central Staff requirements and the requirements for the position(s) you are applying to.
* You may apply for more than one position.
* Edit this document with your responses.
* Chief of Staff, Executive Secretary, Financial Manager, Public Relations Director, Programming Director, Executive Liaison, Social Media Director, IT Coordinator, Assistant Secretary must be enrolled at University Park for the 2017-2018 academic year.
* Review the submitting guidelines after completing your application.
* Best of luck!

**The Following Positions are open for the 2017-2018 academic year:**

Chief of Staff, Executive Secretary, Financial Manager, Public Relations Director, Programming Director, Executive Liaison, Social Media Director, IT Coordinator, Assistant Secretary, Press Director, Governmental Affairs Committee Director, Academic Affairs Committee Director, Student Committee Director, Associate Governmental Committee Director, Associate Academic Committee Director, and Associate Student Committee Director.

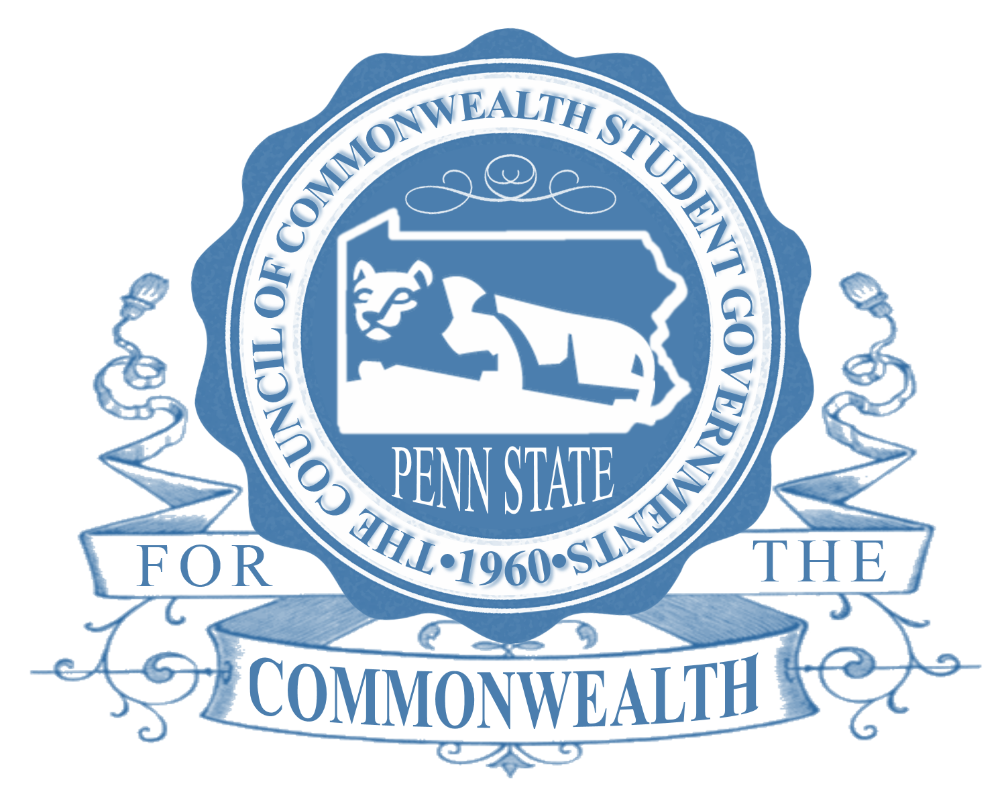
**Submitting your application**

To submit your application please compose an email to the President Elect, Vice President Elect, and Campus Chair Elect. Make sure you attach your application to the email and send it to them. If you have any questions or concerns about this process, please feel free to contact any of the below elected officials.

President Elect: *Zak Taylor*  Email: *zat5028@psu.edu*

Vice President Elect: *Hunter DeBellis*  Email: *hsd5031@psu.edu*

Campus Chair Elect: *Ann-Queen Sedhom* Email: *ams7897@psu.edu*



**Please provide the following information**

1. Name:
2. Local Address:
3. School:
4. Phone Number:
5. Email(s):
6. Former Campus:
7. Student Leader Reference  
    Name:

Email Address:

Phone Number:

1. Faculty Reference  
    Name:

Email Address:

Phone Number:

1. Major:
2. Semester Standing:
3. GPA:
4. Days and times you are best available to be contacted by phone?
5. Please list 3 positions you would like to apply for in order from greatest to least importance to you.

3.

**Please answer the questions below for the position(s)**

**you are applying for**

*(If you need more space please attach your responses when submitting your application)*

1. Please describe why you are the best candidate for the position(s) you are applying for.
2. Please list any and all relevant leadership positions that you may have held or currently hold and a short description of each.
3. Answer the question that applies to your situation
   1. If you have already transitioned to University Park, how will you prioritize and manage your course work, social life, and CCSG next year?
   2. If you will be transitioning to University Park, how do you plan to prepare to adapt to a new atmosphere while taking on a leadership role in CCSG?
   3. If you intend to stay at the Commonwealth Campus while undertaking leadership position at CCSG how will you work to better CCSG from your campus?
4. What new ideas can you bring to the position(s) that you are applying for that will benefit the Commonwealth Campuses?
5. Please provide a detailed outline of what you plan to accomplish during your time on Central Staff regarding the position(s) you are applying for. Please be specific and explain how you plan to accomplish each goal.
6. Tell us some things about yourself that are not apparent from the rest of your application.
7. Please provide your fall schedule and any other time commitments that you are aware of. If you do not have your fall schedule, please state so below (i.e. a job, sport involvement, Greek Life, Lion Ambassadors, etc.).
8. Optional unless applying for Financial Manager, Programming Director, IT Coordinator, or Press Director.

What experience do you have that is relevant to the position you are applying? How do you these see these experiences/skills translating into your position?