



**MARQUETTE UNIVERSITY STUDENT GOVERNMENT
2009–2010 VOLUNTEER AND PAID POSITION APPLICATION**

Name	E-Mail	MUID
Current Address	City/State/ZIP	Phone
Summer Address	City/State/ZIP	Phone
Fall Address	City/State/ZIP	Phone
Class Standing (Fall 2009)	Anticipated Graduation Date	Major(s)
Expected Credit Hours Next Year		

Please rank up to five MUSG positions in which you are interested, with 1 being the highest and 5 the lowest.

- | | |
|----------------------------------|----------------------------------|
| _____ Administrative Assistant | _____ Multimedia Director |
| _____ Controller | _____ Parliamentarian |
| _____ Creative Director | _____ Photography Assistant |
| _____ Elections Coordinator | _____ Public Relations Director |
| _____ Financial Office Assistant | _____ Public Relations Assistant |
| _____ Graphic Design Assistant | _____ Receptionist |
| _____ Judicial Administrator | _____ Senior Speaker Coordinator |
| _____ Legislative Clerk | _____ Student Advocate |
| _____ Multimedia Assistant | |

Please attach to this application your responses to the questions below, a resumé or college involvement activity list, and the name(s) and telephone number(s) of at least one professional reference (employment supervisor or an advisor for activities, involvement, or academics).

1. Why would you like to get involved with Marquette University Student Government (MUSG) in the particular position(s) that you indicated above? Please describe your skills, experiences, strengths, and/or personal attributes that qualify you for these positions.
2. What time commitments do you have for the next school year? How would you balance a position in MUSG with your other obligations?
3. How did you hear about this application process?
4. Please attach a copy of your class/work schedule for the current semester to assist us in scheduling an interview with you.

Which, if any, of the following computer programs are you skilled at using? (Not all programs are used by all positions.)

- | | | |
|-------------------------|-------------------------|------------------------|
| _____ Microsoft Word | _____ Adobe Illustrator | _____ Adobe GoLive |
| _____ Microsoft Excel | _____ Adobe PhotoShop | _____ Macromedia Flash |
| _____ Intuit QuickBooks | _____ Adobe InDesign | |

Are you able to commit to a full year (through May 2010) in this position?

- _____ Yes _____ No _____ Uncertain at this time

Please submit your application and supporting materials to the MUSG Office, AMU 133, by Friday, April 3, 2009 for best consideration. For questions or more information about any of the positions or requirements, contact MUSG at 288-7416. MUSG will begin contacting students the week of April 8 and plans to fill all positions by April 18, 2008.

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.

Signature _____ Date _____

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

STUDENT LEADERSHIP OPPORTUNITIES

Judicial Administrator

Responsible for receiving all petitions for appeals and justice, serving as a constitutional reference, and coordinating the Election Appeals Committee. Appointed jointly by the MUSG President and Advisor – reports directly to MUSG Advisor. Volunteer.

Elections Coordinator

Responsible for the coordination of all MUSG elections and student referenda. Chairs Elections Committee. Five+ office hours per week expected. Volunteer.

COMMUNICATIONS DEPARTMENT

Creative Director

Responsible for all arts, graphic design, and advertising efforts. Supervises a team of volunteer graphic design assistants. Minimum of ten office hours per week expected. Stipend.

Graphic Design Assistants

Responsible for creating arts, graphic design, and advertising to support MUSG programs and services. Five office hours per week expected. Volunteer.

Public Relations Director

Responsible for all public relations efforts, including press releases, surveys, newsletters, and media contact. Supervises a team of public relations assistants. Minimum of ten office hours per week expected. Stipend.

Public Relations Assistants

Responsible for creating press releases, surveys, and other public relations pieces. Five office hours per week expected. Volunteer.

Multimedia Director

Responsible for the information technology needs of MUSG, including AXIS TV, computer tech support and website development. Supervises a team of multimedia assistants. Minimum of ten office hours per week expected. Stipend.

Multimedia Assistants

Responsible for a variety of projects including web design, AXIS TV, and other computer technology support. Five office hours per week expected. Volunteer.

Photography Assistant

Responsible for attending selected MUSG-sponsored events to capture images for use in print and internet publication. Five hours per week expected. Volunteer.

EXECUTIVE COUNCIL

Administrative Assistant

Responsible for all oversight of daily office operations, including staffing, supply ordering, and training and development initiatives. Responsible for minutes at Senate meetings. Supervises Receptionists. Minimum of four set office hours per week expected. Wage – anticipated \$7.00 per hour.

Receptionists

Responsible for answering phones, greeting visitors, directing inquiries, sorting mail and other office tasks. Minimum of ten office hours per week expected. Wage – anticipated \$6.50 per hour.

Senior Speaker Coordinator

Responsible for supervising the selection process for the student speaker at December and May commencement ceremonies. Chairs Senior Speaker Selection Committee. Three office hours per week as needed. Volunteer.

Student Advocate

Responsible for student representation on all-university committees, including appointment, training, and information reporting. Two office hours per week expected. Volunteer.

FINANCIAL DEPARTMENT

Controller

Responsible for processing check requests, payment of MUSG bills, posting journal entries, preparation of annual inventory of capital goods and other financial tasks as assigned. Minimum of ten office hours per week expected. Wage – anticipated \$7.00 per hour.

Financial Office Assistant

Responsible for preparing financial paperwork, including employee payroll, processing check requests, posting journal entries, assisting in the student organization allocations process and other office duties as assigned. Minimum of ten office hours per week expected. Wage – anticipated \$6.75 per hour.

SENATE

Parliamentarian

Responsible for advising legislative vice president and president pro-tempore on Senate procedures regarding the conduct of meetings and educate senators on points of parliamentary procedure. Five hours per week expected. Volunteer.

Legislative Clerk

Responsible for assisting the Legislative Vice President at Senate meetings with minutes, preparing legislation, and general office functions. Stipend.

For more information about these positions, responsibilities and requirements contact MUSG at 288-7416 or stop by AMU 133. Applications should be submitted by 5:00pm Friday, April 3, 2009 for best consideration.

MUSG MISSION STATEMENT

The role of the Marquette University Student Government is to identify, understand, and actively address and represent students' needs, concerns, and interests through acts of leadership and service which reflect Catholic, Jesuit ideals and contribute to the betterment of the Marquette University community.