

Executive Cabinet Application

2020-2021



The State University of New York
Student Assembly



EXECUTIVE CABINET APPLICATION FALL 2020-2021

Dear Colleagues,

It is with great excitement that we announce the launch of the SUNY Student Assembly 2020-21 Fall Cabinet Application.

The SUNY Student Assembly is the largest student government organization in the nation, representing collectively over 1.4 million students across our beautiful 64+ campuses. Comprised of student leaders from across the system our organization is the official forum for which students participate in system wide shared governance. Collectively our advocacy efforts directly impact SUNY, state, and federal policies. We will work together this year to fight for the resources and investment needed to enhance academic excellence and student success in public higher education.

During these challenging times as we strive to overcome the impact of the pandemic, racial injustice, and civil unrest in our society - the voices of students must be heard in order to ensure we receive a quality and affordable education. This year we will demonstrate that when SUNY students come together and unite our voices, we are truly an unstoppable force.

Together, we will put the words of the student voice into action. Please share the attached involvement opportunities with your colleagues and apply today to be on the SUNY Student Assembly Executive Cabinet and join us as we craft a new legacy for the Student Assembly.

In solidarity,

Brad Hershenson (He/Him/His)
SUNY Student Assembly President
SUNY Trustee

QUALIFICATIONS

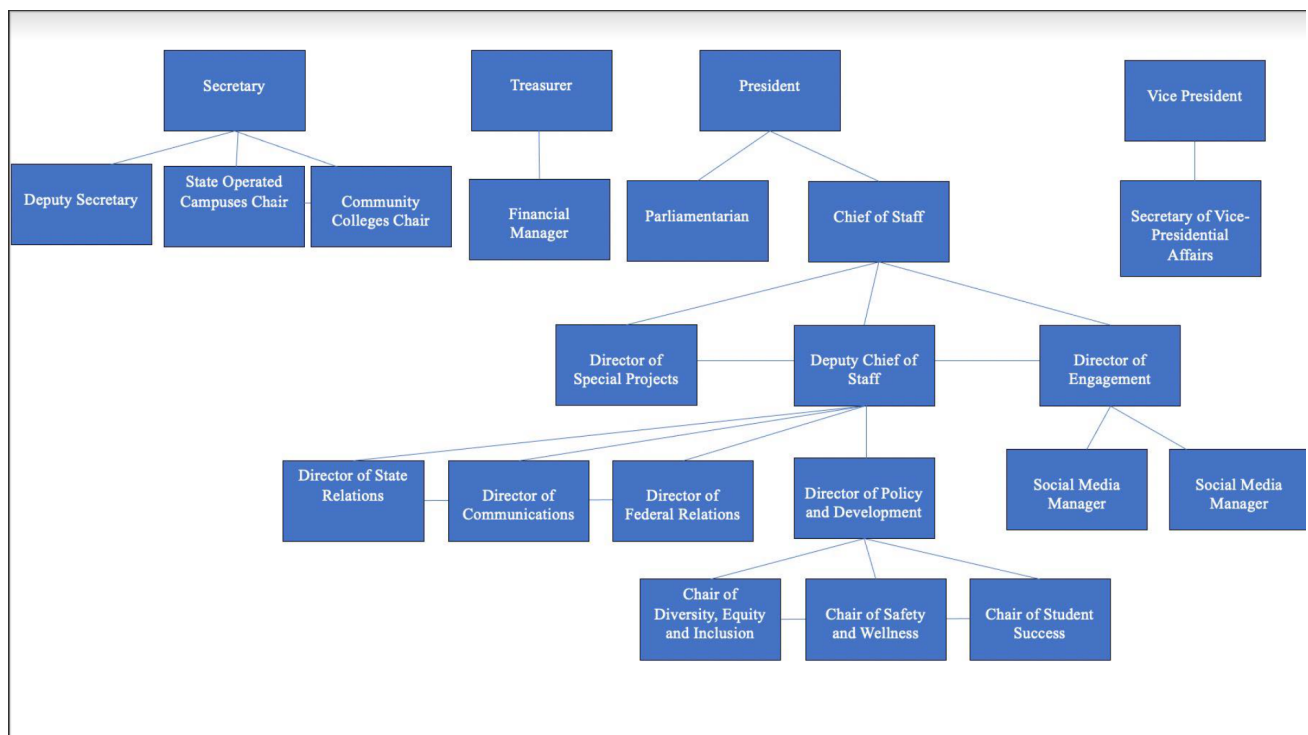
In order to serve as a member of the Executive Cabinet- applicants must meet the following qualifications. GPA and enrollment checks will be conducted by the SUNY office of University Life:

Applicants must...

- (a) Be currently enrolled in a State University of New York campus for at least one (1) credit hour for both the fall and spring semesters of which they would hold office.
- (b) Be enrolled for at least one (1) credit hour at a State University of New York campus at the time of appointment and confirmation.
- (c) Shall not have a cumulative GPA of below 2.25
- (d) Be in good standing at their campus.



2020-2021 STRUCTURE



COMMON APPLICATION

Name: _____

Pronouns: _____

Campus: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Country: _____

Phone Number: _____

Email: _____

Graduation Date (Expected): _____

APPLICATION QUESTIONS

Instructions: Please answer 3 of the 5 application questions in 250-500 words each and sample work on a separate document and submit as a PDF file alongside your application and resume. Previous Executive Committee members are only required to answer question number 4, however may answer additional questions as well.

1. Tell us about a leadership role/experience you had on campus or in your community that has impacted your development as a leader. Why was this experience meaningful to you? What motivated you?
2. How have you handled adversity in your life? Elaborate on a challenging situation you've had to overcome. How has this impacted who you are today?
3. Reflect on a time when you were a part of a team. What did you enjoy most? What were your biggest take-away's?
4. What makes you most passionate about student advocacy?
5. Who is your favorite leader? Why?

OFFICIAL SELECTION

Once you have completed these questions to the best of your ability, please read through all of the available positions. Stipend ranges associated with each position are listed with respect to weekly time commitment and may fluctuate due to the level of support from the State University System. You may list up to three positions for which you wish to be considered. You may choose to list only one choice as well. **Only the sample work for your first choice position must be submitted with your application**, but completing the sample work for other desired positions is an option. You must also attach a resume with your application.

- 1 _____
- 2 _____
- 3 _____

[This application, all supplemental materials and your resume should be submitted to applications@sunysa.org by October 31st, 11:59pm.](mailto:applications@sunysa.org)



The State University of New York
Student Assembly

POSITION DETAILS

Deputy Chief of Staff

\$2,000- \$3,500

10 Hours Per Week

The Deputy Chief of Staff will assist the Chief of Staff in supervising the Executive Cabinet. They will ensure that the staff complete assigned work in a timely manner, and that they have all the necessary resources to perform their roles. The Deputy Chief of Staff will also serve as an advisor to the President and may be asked to complete special projects. A strong candidate will have prior experience working in the Student Assembly and/or campus student government leadership in a supervisory role. Travel to SUNY's Albany headquarters and campuses may be required.

Sample Work: *Imagine a member of the senior leadership team gradually becomes less responsive to emails and starts missing deadlines for assignments. What would be your plan of action for addressing the issue with the staff member? Please respond in 300- 500 words.*

Director of State Relations

\$2,000-\$3,500

10 Hours per Week

*Deputy may be appointed

The Director of State Relations will coordinate state advocacy for the Student Assembly. The director will develop legislative strategy, brief the President on political and policy developments, help coordinate meetings for student leadership, and participate in the drafting of advocacy documents and testimony. The director will work with other members of leadership to develop the Student Assembly's advocacy priorities. Following the approval of the advocacy agenda by the Assembly, the director will be responsible for coordinating advocacy efforts in support of the agenda. A strong understanding of the mechanics of NYS government and familiarity with the New York state budget process are essential for success in the position. Candidates should also have a strong understanding of the issues surrounding higher education public policy. Travel, covered by the Student Assembly, to Albany may be required. A strong candidate should have previous lobbying, campaign or government work experience, as well as strong written and verbal communication skills.

Sample Work: *In approximately 500 words- please outline three specific NYS legislative priorities the Student Assembly should focus on in the coming year. Additionally, please submit a writing sample relevant to any matter of public policy.*

Director of Federal Relations

\$2,000- \$3,500

10 Hours per Week

*Deputy may be appointed

The Director of Federal Relations will coordinate the federal advocacy efforts of the Student Assembly. The director will brief the President on federal political developments in higher education policy, and work to strengthen national partnerships for the Student Assembly. They will plan federal advocacy trips to Washington, including coordinating virtual meetings. A strong understanding of the institutions and mechanics of the federal government is required for success in the role. Candidates should also demonstrate a strong understanding of the issues surrounding federal higher education policy. Ability to travel, covered by the Student Assembly, to Washington DC and a number of conferences across the state may be required. A strong candidate should have previous lobbying, campaign or government work experience, as well as strong written and verbal communication skills.

Sample Work: 1) *In approximately 500 words- please outline three specific federal legislative priorities the Student Assembly should focus on in the coming year.* 2) *Please submit a writing sample relevant to any matter of public policy.*

Director of Communications

\$2,000- \$3,500

10 Hours per Week

*Deputy may be appointed

The Director of Communications will coordinate all external communication for the Student Assembly. The director will serve as the Student Assembly's spokesperson and manage media relations. The director will draft Student Assembly press releases and social media content relevant to advocacy, politics and public policy. They will coordinate the drafting of legislative testimony and will develop a communications and media relations strategy with other members of student leadership. The director will be a part of internal deliberations on setting advocacy priorities and strategy. A strong candidate should demonstrate advanced writing talent and have a well-developed understanding of public policy as it relates to higher education.

Sample Work: 1) *Please draft a 300-500 word press release in response to the following prompt: [The Governor, citing an operating deficit that must be filled, proposes cutting support for the Educational Opportunity Program (EOP) by 30% in his executive budget proposal. The Student Assembly would like to put out a statement opposing the cut and articulating why the EOP program is so important.]* 2) *Please submit any sample work which demonstrates strong writing skills.*

Director of Engagement

\$2,000-\$3,500

10 Hours per Week

*Deputy may be appointed

The Director of Engagement will serve as the Student Assembly's primary coordinator of outreach and engagement with SUNY's 64 campuses. They will collaborate with Representatives to institutionalize SUNYSA on individual campuses, promote stronger communication pathways between SUNYSA and individual campus student government associations, promote local and regional advocacy efforts, and facilitate efforts to engage and mobilize students at the campus level. The Director of Engagement will be the primary point of contact with campus SUNYSA Liaisons and will be responsible for guiding their advocacy initiatives and disseminating information regarding opportunities and policy changes throughout SUNY. The Director of Engagement will work collaboratively with the Chairs of Representatives, the Representative Coordinator, the Events Managers, and the Web & Design Specialist to facilitate outreach initiatives. A strong candidate should possess strong writing skills, and a willingness to engage with people they may not know.

Sample Work: 1) *In approximately 300-500 words, please create a plan of action to engage an unresponsive campus student government association. How can the Student Assembly build a relationship with them? What steps are involved?* 2) *Please draft an email to be sent to campus SUNYSA liaisons inviting them to participate in our local advocacy week. Please feel free to imagine the details for such an event and include them in your draft email.*

Director of Special Projects

\$2,000-\$3,500

10 Hours per Week

The Director will assist with the coordination of logistics for organization-wide events and provide administrative support and coordination for grant-funded research projects and initiatives. Duties may include tracking project data, preparing reports, coordinating logistics for trainings and team meetings, assistance with member recruitment and other organization-wide projects as needed.

Sample Work: *Please respond to the following in 300-500 words: What is your leadership and communication style? What can the Student Assembly do to grow its presence and increase engagement within the SUNY system and on the state and federal levels?*

Parliamentarian

\$2,000- \$3,500

10 Hours per Week

The Parliamentarian will serve as the principal officer and expert in rules of order and proper procedures for the conduct of meetings of the Student Assembly. The Parliamentarian will carry out the following responsibilities: Assist the president to manage meetings and advise on parliamentary procedure, chair a Bylaw/Rules committee for review of matters, arrange the nominating committee's first meeting and provide information on nomination and election processes. A strong candidate should demonstrate a well-developed understanding of how organized meetings are run through Roberts Rules of Order and/or Mason's Manual of Legislative Procedure.

Sample Work: Please respond to the following prompt in 300-500 words: A group of students have submitted nomination forms to serve as Executive Officers within the Student Assembly. What type of information should be reviewed in a candidate's meeting to ensure a fair elections process occurs?

Director of Policy

\$2,000- \$3,500

10 Hours per Week

*Deputy may be appointed

The Director of Policy will serve as the principal officer for the review and development of Student Assembly policy positions. The director will supervise the work of three policy committee chairs and ensure that committees are meeting regularly and discussing substantive issues. The director will coordinate the development of the Student Assembly's advocacy agenda. They will also serve as an advisor to the president on policy matters. The Policy Director will be asked to represent the President on a number of system-wide committees and task forces. Semi-regular travel, at Student Assembly expense, may be required of the director. A strong candidate should demonstrate a well-developed understanding of higher education policy, and an ability to learn quickly and conduct research.

Sample Work: 1) Please respond to the following prompt in 250 words: [The Chair of a committee routinely fails to submit work on time and is becoming unresponsive to emails and general inquiries. How would you ensure that this member of the staff is properly supported and held accountable?] 2) Please outline three policy items, one at the SUNY system level, one at the state legislative level, and one at the federal level, that the Student Assembly should involve itself in this year. Please outline the policy area, and the position you recommend the Student Assembly take on it.

Secretary of Vice Presidential Affairs

10 Hours per Week

\$2,000- \$3,500

The Secretary of Vice Presidential Affairs will serve as the principal deputy to the Vice President for planning the Fall and Spring Student Assembly Conferences, monthly Executive Committee Meetings, and will oversee the implementation and management of the Vice President advocacy initiatives such as diversity, equity, and inclusion, reform of the governing structure, and COVID-mitigation. Responsibilities may include scheduling and recruitment for Student Assembly events as well as collaboration with the Director of Engagement on marketing and outreach. A strong candidate should have prior experience working in student government leadership, grassroots campaigns, and should possess prior event planning skills with a dedication to advocacy and reform.

Sample Work: Please respond to the following in 300-500 Words: The Student Assembly is embarking on a year of structural reform and advocacy to enhance our intersectionality and increase student representation. How can the Student Assembly best lead to enact positive change? How will you support the Vice President in enacting this reform? What are some important aspects you believe the Student Assembly should bring forward to enhance higher education for all students? What personal experiences do you feel makes you a well-rounded applicant?

Chair of Human Resources

\$1,000- \$2,000

5 Hours per Week

The Chair of the Human Resources Committee will serve to review and identify areas for improvement with respect to the processes and procedures surrounding Student Assembly staff and organizational development. Areas for review may include compensation and benefits, recruiting and hiring student staff, onboarding, performance management, training, and organizational culture. The Chair will supervise a committee, and potentially subcommittees, that are open to all students and forums for discussion on various priorities and matters surrounding this nature. A strong candidate should be able to successfully foster and lead conversation on the topic.

Sample Work: Please respond to the following prompt in 300-500 words: What is the best way to onboard a student leader who has just joined the Student Assembly Executive Committee? What tools and resources would be useful in this process given remote connection?

Chair, Safety & Wellness Committee

\$1,000- \$2,000

5 Hours per Week

The Chair of the Safety & Wellness Committee will oversee vice chairs for sustainability, accessibility, and campus safety, as well as the Student Assembly's efforts to promote policies that guarantee the physical safety and emotional and physical well-being of students. Areas of focus will include mental health counseling, Title IX policy, domestic and interpersonal violence, and student conduct policy. The Chair should have a passion for these areas of policy and experience working with them on the campus level. The Chair will supervise a committee, and potentially subcommittees, that are open to all students and forums for discussion on advocacy priorities and pressing issues. A strong candidate should be able to successfully foster and lead conversation.

Sample Work: Please respond to the following in 300-500 words: What do you see as the greatest threats to student safety and wellness? How can the Student Assembly play a role in combating those threats?

Vice Chair for Sustainability

\$500-\$1500

5 Hours per Week

The Vice Chair of the Committee is responsible for coordinating Student Assembly policy as it relates to environmental sustainability. The vice chair will represent students in conversations at the campus, system and state level on promoting environmental sustainability. The vice chair will disseminate information to students on sustainability initiatives and work with campus student governments to develop their own initiatives. They will work with other members of the staff, including the Director of State Relations and Web & Design Specialist regularly to lobby successfully in support of sustainability initiatives and to share information on them with students. A strong candidate should have a well-developed understanding of the intersection of policy and sustainability as well as the UN Global Goals, and be able to demonstrate a knowledge of how students on campus can promote sustainability.

Sample Work: Please respond to the following prompt in 300-500 words: In what ways do higher education policy and the promotion of environmental sustainability overlap? What role should the Student Assembly play in promoting sustainability initiatives?

Vice Chair for Campus Safety

\$500-\$1500

5 Hours per Week

The Vice Chair for Campus Safety will be the Student Assembly's point person on issues related to safety on campus and student health and well-being. These issues include sexual violence, domestic violence, promoting mental health, and combating addiction. The chair will serve as a representative for all students on multiple working groups and task-forces at the system-level relating to campus safety. The Vice Chair will lead discussions on campus safety issues and potential initiatives.

A strong candidate should have a thorough understanding of Title IX policy and public policy as it relates to issues of student well-being on campus. Previous experience working with any of the aforementioned issues is also strongly preferred.

Sample Work: Please respond to the following prompt in 300-500 words: What are the greatest threats to student well-being and safety on campus? How can the Student Assembly work to combat these threats and promote student safety?

Vice Chair for Accessibility Services

\$500-\$1500

5 Hours per Week

The Vice Chair for Accessibility Services will serve as the Student Assembly's point person on issues related to disability services and accessibility resources on SUNY campuses. The vice chair will represent students in conversations surrounding disability services at the campus, system and state level. The vice chair will coordinate advocacy initiatives to ensure adequate resources, accommodations, and services are available to students with disabilities. The Vice Chair will represent students on a series of SUNY task-forces and working groups throughout the year, and should feel comfortable engaging with administrators and faculty. A strong candidate should demonstrate an understanding of key issues related to campus accessibility.

Sample Work: Please respond to the following prompt in 300-500 words: What obstacles do students with disabilities currently face on SUNY campuses? How can the Student Assembly have a significant impact on enhancing services for students with disabilities?

Chair, Student Success Committee

\$1,000- \$2,000

5 Hours per Week

The Chair of the Student Success committee will directly oversee the vice chairs for veteran services, international students, and programs and fees, as well as the development of policies that ensure that all SUNY students are able to succeed academically and socially on campus. Areas of focus can include financial aid and fee policy, international education, veteran services, and more. The Chair will directly oversee a committee open to all SUNY students, as well as subcommittees established as forums for discussion of specific issues. A strong candidate will demonstrate a passion for promoting student success, and interest and knowledge of the key areas of focus for the committee.

Sample Work: Please respond to the following in 300-500 words: What do you see as the greatest barriers to student success in the SUNY system? How can the Student Assembly play a role in helping students to overcome these barriers?

Vice Chair for Veteran Services

\$500-\$1500

5 Hours per Week

The Vice Chair of Veteran Services will serve as the Student Assembly's point person on issues related to veteran services on SUNY campuses. The vice chair will represent students in conversations surrounding veteran services at the campus, system and state level. The vice chair will coordinate advocacy initiatives to ensure adequate resources, accommodations, and services are available to veteran students. The vice Chair of Veteran Services may represent students on a series of SUNY task-forces and working groups throughout the year, and should feel comfortable engaging with administrators and faculty. A strong candidate should have previous experience working with veterans, and a well-developed understanding of the unique struggles student veterans face in SUNY.

Sample Work: Please respond to the following prompt in 300-500 words: What obstacles do veteran students currently face on SUNY campuses? How can the Student Assembly work to enhance the academic and social experience of student veterans across the system?

Vice Chair for International Students

\$500-\$1500

5 Hours per Week

The vice chair for International Students will be responsible for coordinating the discussion of issues related to the experience of international students within the Student Assembly. They will lead discussion on such issues, and propose policies that help international students across the system. The vice chair will direct advocacy initiatives to address the unique needs of International Students throughout SUNY. The vice chair will represent students in conversations surrounding international students on the campus, system, and state level. A strong candidate should demonstrate a well-developed understanding of the struggles international students face in SUNY, and have proposals for advocacy points relevant to enhancing their experience in the system.

Sample Work: Please respond to the following prompt in 300-500 words: *What unique obstacles do international students currently face on SUNY campuses? How can the Student Assembly push to alleviate these obstacles?*

Vice Chair for Programs and Fees

\$500-\$1500

5 Hours per Week

The Vice Chair for Programs and Fees will be responsible for coordinating the discussion of issues related to the various aid programs, student services, and fees of related to such services. Students utilize a variety of aid programs and services which support academic excellence and student success at SUNY. However, students are burdened by the cost of tuition and fees that increase each semester. The Vice Chair will lead a committee devoted to the discussion of related issues and propose policies that will alleviate concerns from students across the system. The Vice Chair will represent students in conversations surrounding programs and fees on the campus, system, and state level. A strong candidate should demonstrate a well-developed understanding of the various programs and services offered on the campus and system level.

Sample Work: Please respond to the following prompt in 300-500 words: *Remote students enrolled at a University campus are being charged \$200 for a transportation fee. Those students do not feel that they should have to pay this fee, since they are not residents of the campus or the region in which the campus exists. What can the Student Assembly do to address the concerns of these students?*

Diversity, Equity and Inclusion Chair

\$500-\$1500

5 Hours per Week

The Chair of the Diversity, Equity and Inclusion (DEI) Committee is the Student Assembly's point person on promoting initiatives and addressing student concerns related to DEI. The chair will directly oversee the Diversity, Equity and Inclusion committee as well the vice chairs of gender equity, LGBTQ+ rights, interfaith concerns, and BIPOC, where they will lead discussions on how to ensure SUNY is a welcoming place to study for students of all backgrounds. The Chair of DEI will represent students on a series of SUNY task-forces and working groups throughout the year, and should feel comfortable engaging with administrators and faculty. Familiarity with key issues relevant to the promotion of diversity, equity, and inclusion is required. A strong candidate should be able to demonstrate an understanding of how state and federal policy impacts diversity, equity, and inclusion.

Sample Work: Please respond to the following in 300-500 words: What do you see as the greatest threats to the promotion of diversity, equity and inclusion on our campuses? How can the Student Assembly play a role in combating those threats?

Vice Chair for Gender Equity

\$500-\$1500

5 Hours per Week

The vice chair of the Gender Equity Committee will serve as the Student Assembly's point person on issues surrounding gender equality and womxn empowerment throughout SUNY's 64 campuses. The vice chair will work to ensure that all students throughout the system have equal access to resources and opportunities regardless of gender. A strong candidate should demonstrate a well-developed understanding of key issues relating to the promotion of gender equity.

Sample Work: Please respond to the following in 300-500 words: What do you see as the greatest threats to gender equity on our campuses in the coming year? How can the Student Assembly play a role in combating those threats?

Vice Chair for LGBTQ+ Rights

\$500-\$1500

5 Hours per Week

The Vice Chair for LGBTQ+ Rights will serve as the Student Assembly's point person on issues surrounding LGBTQ+ rights throughout SUNY's 64 campuses. The Vice Chair will work to ensure that all students throughout the system have equal access to resources and opportunities regardless of orientation. A strong candidate should demonstrate a well-developed understanding of key issues relating to the promotion of LGBTQ+ rights and celebration of pride.

Sample Work: *Please respond to the following in 300-500 words: How would you advocate for LGBTQ+ students and what do you see as the biggest threat to our LGBTQ+ population?*

Vice Chair for Interfaith Concerns

\$500-\$1500

5 Hours per Week

The Vice Chair for Interfaith Concerns will serve as the Student Assembly's point person on issues surrounding religious freedom throughout SUNY's 64 campuses. The Vice Chair will work to ensure that all students throughout the system have equal opportunity to practice religion free of academic penalization. A strong candidate should demonstrate a well-developed understanding of key issues relating to the promotion of religious rights and freedom.

Sample Work: *Please respond to the following in 300-500 words: A student in a Committee meeting explains an uncomfortable situation where they asked a Professor about missing a course session due to an observation of a religious holiday. The professor asked the student to prove that they were of that faith in order to be excused from the class. How can the Student Assembly work to address these concerns and similar instances that may occur?*

Vice Chair for BIPOC

\$500-\$1500

5 Hours per Week

The Vice Chair for BIPOC will serve as the Student Assembly's point person on matters surrounding concerns of students who identify as Black, indigenous, and/or as a person of color. The Vice Chair will work to ensure that BIPOC students throughout the system have equal academic and involvement opportunities as we collectively recognize, accept, and celebrate our differences. A strong candidate should demonstrate a well-developed understanding of the challenges faced by BIPOC students, faculty, and staff at SUNY.

Sample Work: Please respond to the following in 300-500 words: What is your vision for a BIPOC caucus of student leaders? Given the political climate of today, how do you see the BIPOC caucus joining together to advocate for students and creating programs for awareness?

Deputy Secretary

\$500-\$1500

5 Hours per Week

The Deputy Secretary will assist in the management of all internal records and documents. They will also assist with the taking and dissemination of meeting minutes at meetings of the Executive Committee and committees thereof. The Deputy Secretary will further assist the Secretary as directed on projects such as the creation and enhancement of a Student Assembly archive of prior correspondence, resolutions, and other materials. A strong candidate should demonstrate well-developed organizational skills. Prior secretarial experience is preferred.

Sample Work: In approximately 500 words, please answer the following: Why is it important to keep and update internal records within an organization? What can we learn from our records and actions of the past, and how can that influence how we make progress moving forward?

Deputy Director of Government Relations

\$500-\$1500

5 Hours per Week

The Deputy Director of Government Relations will assist the larger advocacy team in developing our federal relations strategy. Key areas of focus will include the Higher Education Act, Title IX Policy, federal aid programs and student engagement surrounding elections. A successful applicant should have a deep interest in politics and public policy, and a base knowledge of the institutions and dynamics of federal politics.

Sample Work: In approximately 500 words, please prepare an advocacy plan on a federal legislative issue relevant to higher education. Items to consider include: engaging students, meeting with legislators, collaboration with SUNY and educating the public. Please submit a writing sample (can be academic or extracurricular work).

Deputy Director of Legislative Affairs

\$500-\$1500

5 Hours per Week

The Deputy Director of Legislative Affairs will assist our larger advocacy team in the development of our state relations strategy. The key area of focus will be the New York State budget, particularly as it affects funding for public higher education. A successful applicant should have a demonstrable interest in the institutions and political dynamics of state government, and a base knowledge of contemporary political events.

Sample Work: In approximately 500 words, please prepare an advocacy plan on a state legislative issue relevant to higher education. Items to consider include: engaging students, meeting with legislators, collaboration with SUNY, and educating the public. Please submit a writing sample, can be academic or extracurricular work.

Social Media, Web & Design Specialist

\$500-\$1500

10 Hours per Week

The Social Media, Web & Design Specialist will curate the Student Assembly's website, and serve as the principal officer for graphic design and social media material. The specialist will work with the Director of Engagement and Secretary to ensure that all necessary information is on the website, and that the site is actively updated with new content. They will also be asked to design advocacy materials and other documents compiled by the Student Assembly. A strong candidate should have familiarity with graphic design software, such as InDesign, Photoshop, Canva, and the ability to demonstrate a prior portfolio of relevant work.

Sample Work: 1) Please create a cover for the Student Assembly's Fall Conference Agenda. The cover should include a proposed theme, time and date, and graphics that reflect the organization. 2) Please submit any prior web/graphic design/social media content work you wish to highlight.

Financial Manager

\$500-\$1,000

5 Hours per Week

The Financial Manager will assist the Treasurer in the management of the Student Assembly's finances. They will be responsible for internal financial management, processing expense and travel reports, and assist in the administration of the Finance Committee. They will work closely with the Treasurer to ensure that all transactions are tracked, organized, reported, and managed responsibly. A strong candidate should have prior experience managing a substantial budget and understand basic accounting practices and procedures.

Sample Work: Please respond to the following in 300-500 words: What experience do you have managing finances for an organization? What accounting and control processes would you recommend the Student Assembly implement?

Doctoral Granting Institutions Graduate Representative

\$500-\$1,000

5 Hours per Week

Graduate students from the following institutions are eligible: University at Albany, Binghamton University, University at Buffalo, SUNY Downstate Medical Center, SUNY Environmental Science and Forestry, SUNY Optometry, SUNY Polytechnic Institute, Stony Brook University, SUNY Upstate Medical Center.

The Doctoral Granting Institution Representatives are Voting Delegates on the Executive Committee. Each Delegate represents different campuses within the SUNY system. Representatives keep their campuses up-to-date and represent them on the Executive Committee. They also serve as a resource for campus student governments by keeping them up-to-date on the Student Assembly operations and providing involvement opportunities for their students. Attendance at monthly Executive Committee meetings virtually will be expected by all representatives. Additionally, representatives may serve on state-wide standing, or ad-hoc committees of the Student Assembly.

Sample Work: *Please respond to the following in 300-500 words: What is your leadership and communication style? What issues on and off campus would you highlight and bring forward to the Executive Committee and Student Assembly to act upon?*

Chair of State-Operated Campuses

Only current representatives are eligible

5 Hours per Week

The Chair of the State-Operated Campuses Committee serves as the leader of the State-Operated Campuses Committee, which will consist of the elected Representatives from SUNY's Doctoral-Granting Institutions, University Colleges, and Agricultural and Technology Colleges. The Chair will work with the committee to set advocacy priorities for the year specific to their caucus. The Chair will also serve as an advocate for the specific issues faced by students on State-Operated campuses throughout the year. The Chair of State-Operated Campuses will represent students on a series of SUNY task-forces and working groups throughout the year, and should feel comfortable engaging with administrators and faculty. The chair will work closely with the Community Colleges Chair and Secretary. Familiarity with SUNY's structure and the ways in which state-operated campuses are unique is preferred.

Sample Work: Please respond to the following prompt in 300-500 words: The student government president at Binghamton University emails you in November saying she has never heard from her Representative. When you reach out to the Representative, they are unresponsive and keep delaying the situation, how do you proceed?

Chair of Community Colleges

Only current representatives are eligible

5 Hours per Week

The Chair of the Community Colleges Committee serves as the leader of the Community Colleges Committee, which will consist of the elected Representatives representing SUNY's thirty community colleges. The Chair will work with the committee to set advocacy priorities for the year specific to their caucuses. The Chair will also serve as an advocate for the specific issues faced by students on Community College campuses throughout the year. The Chair of Community Colleges will represent students on a series of SUNY task forces and working groups throughout the year and should feel comfortable engaging with administrators and faculty. The chair will work closely with the State Operated Campuses Chair and Secretary. Familiarity with SUNY's structure and the ways in which community colleges are unique is preferred.

Sample Work: Please respond to the following prompt in 300-500 words: The SGA president at Westchester Community College emails you in November saying she has never heard from her Representative. When you reach out to the Representative, he is unresponsive and keeps delaying a conversation with you about the situation. How do you proceed?