



APPLY FOR A POSITION WITH ASISU!

The Associated Students of Idaho State University (ASISU) student government is committed to providing effective student participation and representation in all areas of student life. Our goal is to contribute to the improvement of educational programs, co-curricular activities, and student services while advancing the common interests and concerns of the student body.

There are many different roles within ASISU, but the following positions are appointed by the hiring committee through an application process.

Please complete the questions and information below and email this form along with your resume, cover letter, and unofficial transcript to asisu@isu.edu. Once we have received all required materials, we will reach out to schedule an interview with you.

POSITION DESCRIPTIONS

Director of Finance: The Director of Finance will oversee the Finance Committee, which is made up of Student Senators, and will help manage and uphold the ASISU Budget. This role includes chairing all Finance Committee meetings and managing the annual budget process, including the creation of ASISU's Budget Book and Club Fee Budget. You will be expected to attend weekly Executive Cabinet and Finance Committee meetings held on Wednesdays starting at 5:00 P.M. Additional responsibilities include monitoring club incentive points, supporting club funding workshops, processing funding requests through Benny's Funding Form, and working with the Financial Technician to maintain accurate budget records. The Director of Finance must present monthly financial reports, complete and submit monthly and committee checklists, and promote financial resources and services to students. A strong understanding of ASISU governing documents including the Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure is required. This position also includes assisting

with the transition and training of the next Director of Finance and may include other financial responsibilities as assigned by the President or Senate. The Director of Finance is expected to wear Bengal gear every Wednesday, attend the ASISU Retreat before the Fall semester, and participate in the End of the Year Banquet. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale GPA. This is a paid hourly position.

Director of Public Relations: The Director of Public Relations will be responsible for publicizing and promoting the resources and services that ASISU offers to students. This includes managing all ASISU social media accounts by posting at least one main post and two story posts per week on Facebook, Instagram, LinkedIn, and Twitter using graphics, photos, videos, and reels. The Director will meet twice a month with the ASISU Student Involvement Committee and attend university-level marketing committee meetings. This role also involves developing a strategic marketing plan to track likes and interactions, highlighting an active club each month on social media, working with the Bengal newspaper on ASISU column publications, and collaborating with the Elections Commission to publicize ASISU elections. You will attend weekly Executive Cabinet meetings, serve a minimum of two office hours per week, and complete monthly checklists to be submitted to the Secretary. The Director is expected to wear Bengal gear every Wednesday and attend the ASISU Retreat before the Fall semester. A thorough understanding of the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure is required. This position includes assisting with the appointment and training of the next Director of Public Relations and carrying out other duties as assigned by the President, Senate, or Elections Commission. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$2,152.00.

Director of Community Relations: The Director of Community Relations will publicize and promote the resources and services that ASISU offers to students while helping to advance university and state government relations. This role includes monitoring and lobbying state legislation related to higher education and organizing voter registration and voter information events for local and state candidates. You will send out monthly newsletters updating students on ASISU's progress and work to promote the university by developing relationships with local

government, non-partisan organizations, and businesses. The Director will emphasize off-campus career pathway internship opportunities for students and collaborate with the Alumni Association to help students develop professional networks. You are expected to attend weekly Executive Cabinet meetings and serve a minimum of two office hours each week. Monthly checklists must be completed and submitted to the Secretary. The Director is expected to wear Bengal gear every Wednesday and attend the ASISU Retreat before the Fall semester. A strong understanding of the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure is required. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$2,152.00.

Director of Student Affairs: The Director of Student Affairs will publicize and promote the resources and services that ASISU offers to students. This role involves partnering with various offices and departments to advocate for student services such as free menstrual products, ADA accessibility, on-campus dining, mental health accessibility and services, housing, and parking. You are expected to attend weekly Executive Cabinet meetings and hold two office hours each week. Monthly checklists must be completed and submitted to the Secretary. The Director is expected to wear Bengal gear every Wednesday and attend the ASISU Retreat before the Fall semester. A thorough understanding of the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure is required. This position includes assisting with the appointment and training of the next Director of Student Affairs and exercising all other responsibilities defined within ASISU governing documents. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$2,152.00.

Director of Academic Affairs: The Director of Academic Affairs will publicize and promote the resources and services that ASISU offers to students while collaborating with the Faculty Senate and other stakeholders on academic issues such as inconsistent grading, rubrics, dead week, academic transparency, textbook costs, scholarship accessibility, class registration, syllabus transparency, graduation, and more. You are expected to attend weekly Executive Cabinet meetings and serve a minimum of two office hours each week. Monthly checklists must be completed and submitted to the Secretary. The Director is expected to wear Bengal gear every

Wednesday, attend the ASISU Retreat before the Fall semester, and participate in the End-of-the-Year Banquet. A thorough understanding of the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure is required. This position includes assisting with the appointment and training of the next Director of Academic Affairs and exercising all other responsibilities defined within ASISU governing documents. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$2,152.00.

Election Commissioner: The Elections Commissioner is responsible for enforcing the Election Code and overseeing all aspects of ASISU elections. This includes setting the Election Timeline by the 10th regular Senate meeting and presenting it for approval, updating the Election Code and Candidate Election packet each fall, reserving and decorating spaces for election publicity events, hosting ASISU informational meetings, a Mandatory Candidate Meeting, Senator Speeches, and Executive Ticket debate events. The Commissioner will actively monitor campaign material placements for violations, tabulate votes for all ASISU elections, share election results with candidates and the ISU community, assess fines and return deposits, and present election results to the ASISU Senate for approval. You will publicize and promote ASISU resources and services, attend all Elections Commission and Executive Cabinet meetings, and complete monthly checklists to be submitted to the Secretary. The Commissioner will review checklists for the Elections Commission with the Secretary and complete all duties listed in the Elections Commission Timeline. Attendance at the ASISU Retreat before the Fall semester and the End-of-the-Year Banquet is required. A strong understanding of the ASISU Constitution, Bylaws, Rule Books, and Election Code is essential. This position includes assisting with the appointment and training of the next Elections Commissioner. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$2,152.00.

Deputy Election Commissioner: The Deputy Elections Commissioner assists with enforcing the Election Code and supports all activities related to the Elections Commission. This includes serving as the primary liaison between candidates and the Commission, tabulating votes for all ASISU elections, and assuming the duties of the Elections Commissioner if needed due to

absence, resignation, or removal. You are expected to attend all Elections Commission meetings and activities, serve a minimum of one office hour per week during the Spring semester, and complete monthly checklists to be submitted to the Secretary. Attendance at the ASISU Retreat before the Fall semester and the End-of-the-Year Banquet is required. The Deputy Commissioner must wear Bengal gear every Wednesday and have a strong understanding of the ASISU Constitution, Bylaws, and Election Code. This position includes assisting with the appointment and training of the next Deputy Elections Commissioner and carrying out other duties as assigned under ASISU governing documents. Applicants must be enrolled in at least 12 credit hours and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$1,076.00.

Senator Positions: Any open Senator positions after the yearly elections are open to be filled through the appointment process. To be a Senator, you must represent your respective college or school and uphold the ASISU Constitution, Bylaws, Rule Books, and Mission Statement. Graduate Senators must maintain a minimum of 6 credit hours, while all other Senators must maintain at least 12 credit hours. Senators are required to read and understand the ASISU Bylaws, Constitution, Rule Books, Election Code, and Parliamentary Procedure.

Attendance at the ASISU Retreat before the Fall semester, all Senate meetings, Caucus meetings, and assigned ASISU and university-level committee meetings is mandatory. Senators must wear Bengal gear every Wednesday and publicize and promote ASISU resources and services to students. Senators serve a minimum of one office hour per week and conduct at least four field hours each month. They participate annually in the ROAR Report and Instagram Takeover Tuesday. Senators will contact assigned clubs at least twice each semester and contact assigned line-item accounts monthly, reporting to the ASISU Finance Committee once per semester (Finance Committee members only). Each Senator will perform one ASISU-sanctioned service project annually and attend one ASISU-sanctioned event per semester on an outreach campus. Monthly checklists must be completed and submitted to the Secretary. Attendance at the ASISU End-of-the-Year Banquet is also required.

Senators are responsible for all other duties defined within ASISU governing documents and assist with the appointment and training of the next year's respective Senator. Each Senator must

be officially enrolled in the college or school they represent for their entire term of service.
Graduate students are considered members solely of the School of Graduate Studies.

Applicants must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. This position comes with a yearly scholarship of \$2,152.00.

OFFICER APPLICATION

Date: _____

Name (Print): _____ Class: _____

Local Address: _____

Phone Number: _____ Bengal ID: _____

Email Address: _____

Major: _____ Minor: _____

GPA: _____

Number of credits enrolled in this semester: _____

Are you involved and/or work anywhere else on campus? If so, where?

POSITION(S) APPLYING FOR:

Please rank the following positions from 1 to 6 based on your interest, with 1 being your highest choice.

_____ Director of Finance

_____ Director of Public Relations

_____ Director of Community Relations

_____ Director of Academic Affairs

_____ Elections Commissioner

_____ Deputy Election Commissioner

If you are applying only for a Senator role, please indicate here: _____

APPLICATION QUESTIONS

Answer the following questions. Be complete and thorough in each of your responses. If necessary, use an additional page.

1. Why are you interested in being part of ASISU? Please include both personal and professional reasons.
2. What leadership experiences have you had that prepare you for this role?
3. How do you plan to balance your academic responsibilities with your ASISU duties?
4. Describe a situation where you successfully worked as part of a team.
5. How familiar are you with the ASISU governing documents, Constitution, Bylaws, Rule Books and Election Code? How will you ensure compliance to these documents?

6. How would you promote ASISU resources and Services to students?

POSITION SPECIFIC QUESTIONS

Director of Finance Specific Questions:

1. What experience do you have with budgeting, financial management, or accounting?
2. How would you approach managing and tracking the ASISU budget and club funding requests?
3. Describe a time when you had to manage multiple financial tasks or deadlines. How did you prioritize?
4. How would you support student clubs and organizations in their funding processes?

Director of Public Relations Specific Questions:

1. What experience do you have managing social media accounts or creating marketing content?

2. How would you develop and execute a strategic marketing plan to increase student engagement?
3. Describe how you have used graphics, videos, or other media tools in past projects.
4. How would you collaborate with campus organizations and media outlets to publicize ASISU events?

Director of Community Relations Specific Questions:

1. Have you been involved in advocacy, lobbying, or community outreach before? Please describe.
2. How would you promote voter registration and voter education events on campus?
3. How would you build and maintain relationships with local government, businesses, and community organizations?

4. Describe your experience or interest in connecting students to internship or career opportunities.

Director of Student Affairs Specific Questions:

1. What student services or issues are you most passionate about advocating for?
2. How would you work with campus departments to improve accessibility, mental health, or housing services?
3. Describe a time you successfully advocated for a group or cause.
4. How would you promote inclusivity and well-being among the student body?

Director of Academic Affairs Specific Questions:

1. How would you address academic issues such as inconsistent grading, textbook costs, or class registration?
2. Have you worked with faculty, administrators, or academic committees before? Describe your experience.

3. How would you improve transparency and access to academic resources for students?
4. How would you collaborate with other student leaders and faculty to support student success?

Elections Commissioner Specific Questions:

1. What experience do you have with organizing or overseeing elections or events?
2. How would you ensure fairness and compliance with the Election Code during ASISU elections?
3. Describe how you would communicate effectively with candidates and the student body.
4. How would you handle disputes or violations during the election process?

Deputy Elections Commissioner Specific Questions:

1. How would you support the Elections Commissioner and the Elections Commission?
2. How would you handle stepping into the Commissioner role if needed?
3. Describe your experience with communication and organization in a team setting.

Senator-Specific Questions:

1. How do you plan to represent your college or school effectively in ASISU?
2. Describe how you would balance committee meetings, office hours, and outreach activities.
3. What ideas do you have to promote ASISU resources to students in your college or school?
4. How would you engage with student clubs and line-item accounts?

Thank you for completing this application! We are excited about your interest in ASISU.

Please download and email this completed application form, along with your resume, cover letter, and unofficial transcript, to **asisu@isu.edu**.