Dear prospective Central Staff member:

The excitement and anticipation for the upcoming year has begun. We are honored to serve the Council of Commonwealth Student Governments (CCSG) for the 2003-2004 academic year and we are dedicated to bettering student life throughout the Commonwealth. We are now searching for a staff that shares this goal with us.

First and foremost, we want to thank you for your interest in serving as a member of Central Staff for CCSG. Every member of staff fits the principle of service. Central Staff is for those that do not seek glory. It is for those select student leaders who are committed to improving the life of many students they will never see. The responsibilities you will encounter here in Central Staff will differ greatly compared to those at your previous location. Communication is a key aspect in being a member of Central Staff. You will need to be creative, thorough, and patient.

The plans are in place, we need to have a staff that will work on these issues, be intrinsically motivated, and will prioritize CCSG outside of academics. Each member of Staff will bring in different experiences and be able to provide different viewpoints. Staff Members must be able to voice individual opinions as well as be a part of a cohesive group.

The application that follows includes a list of available positions for next year. We have asked a variety of questions in regard to these positions, this organization, and leadership. This will provide us with a better understanding of what skills and talents you may bring to this organization. Please include a **one-page resume** emphasizing your past activities and experiences with student advocacy. In addition, please provide a **portfolio** where noted and one (1) **letter of recommendation** that will help us in the selection process. We will also be holding interviews for all positions, so please include contact information where you can be reached this summer.

Applications are DUE no later than Wednesday May 14th, 2003

We want to thank you again for your initiative for improving student life throughout the Commonwealth. We apologize for not being able to accept all applicants; however, your willingness to serve the student body should be commended. We hope to shape Central Staff into a dedicated group, whose focus is on student concerns at all the 19 Commonwealth Locations.

Sincerely,

Joseph Paul Curigliano III
President
jpc218@psu.edu
(814) 235-6394

Kevin D'Ausilio
Vice President
kjd191@psu.edu
(814) 861- 2699

Return all applications to:
CCSG Office
229 HUB-Robeson Center
University Park, PA 16802
Attention: Curigliano and D'Ausilio
Office Phone # (814) 863-0697

Descriptions of Positions

Executive Board:

Secretary – Responsibilities include: Keep records of all official meetings of the organization, and distributing such records to the President, Vice-President, Central Staff, and Council for approval. Will carry out other duties as the President may direct. Please **include words typed per minut**e.

Financial Manager – Responsibilities include: Keep accurate financial records of all Council monies. Be directly accountable to the President and Vice-President.

Executive assistant – Work in accordance with the Executive Board to carry out any essential duties or projects.

Committees:

Academic Affairs Director – Responsibilities include: Review, discuss, and implement programs related to academic issues that concern Commonwealth students.

Governmental Affairs Director – Responsibilities include: Review, discuss, and implement programs related to governmental issues that concern non-University Park students.

Diversity Affairs Director – Responsibilities include: Review, discuss, and implement programs related to diversity issues that concern non-University students.

Student Affairs Director – Responsibilities include: Review, discuss, and implement programs related to student affairs issues that concern non-University students. Attend every USG Senate meeting, which falls once a week on Tuesday, as their issues involve Student Affairs.

THON ™ Director – Coordinate the involvement of colleges/campuses with the IFC/Panhellenic Dance Marathon and the Four Diamonds Fund.

THON ™ Assistant Director – Assist the Director as the director sees fit. Coordinate central staff canning weekends. Must act as a liaison between other members of Central Staff and the Director; as well as, work with the colleges/campuses

****In addition to the responsibilities above, each committee director will be expected to participate in functions of CCSG, i.e. Campus Visits (out of council meetings), Leadership Conference Development, and other aspects of the organization**

Caucuses:

Northeast Caucus Director – Responsibilities include: Maintain a steady flow of correspondence with the following locations: Hazleton, Wilkes-Barre, Worthington-Scranton.

Northwest Caucus Director – Responsibilities include: Maintain a steady flow of correspondence with the following locations: Altoona, Behrend, Dubois, Shenango.

Southeast Caucus Director – Responsibilities include: Maintain a steady flow of correspondence with the following locations: Abington, Delaware County, Mont Alto, York.

Southwest Caucus Director – Responsibilities include: Maintain a steady flow of correspondence with the following locations: Beaver, Fayette, McKeesport, New Kensington.

Two-Location Caucus Director – Responsibilities include: Maintain a steady flow of correspondence with the following locations: Berks, Lehigh Valley, Harrisburg, Schuylkill

**** In addition to the responsibilities above, each Caucus Director will be expected to participate in functions of CCSG, i.e. Committees, Leadership Conference Development, Campus Visits (OCMs), and other aspects of this organization.**

Departments:

Club Coordinator – Responsibilities include: Working in unison with SGA registered clubs throughout the Commonwealth, as well as clubs at University Park. Will set up and maintain the OAG (organization assistance guide).

Program Director – Responsibilities include: Plan and coordinate the All-University Days. Plan and coordinate CCSG's involvement in Homecoming. Organize the annual CCSG Banquet following the last Council meeting of the year. Secure appropriate facilities for Council meetings. Assist other members of Central Staff when necessary.

Information-Technology Specialist – Responsibilities include: Maintain the CCSG web page. Provide assistance for all CCSG computers and related affairs. **For any applicants of this position please include a web portfolio.**

Public Relations Director- Responsibilities include: Serves as the Liaison between the 19 locations and Central Staff, as well as the liaison between Central Staff and the local media, i.e *The Collegian.* Coordinate press conferences, such as the State of the Student Body Address. **Public Relations or Marketing Major Preferred, but not required.**

Councillor:

Editor- Organize the layout, and edit all articles for *The Councillor.* Also responsible for assisting in the selection process of the Head Writer, as well as selecting additional writers from the commonwealth currently at University Park or at any of the 19 locations.

- *Head Writer* - Responsible for contributing multiple articles to each edition of the Councillor. Also, shall be a member of Central Staff, however is to report to the Editor for additional duties.
- *Advertising Director* – Maintain all appropriate advertising and sponsorship necessary for The Councillor.

All applicants for *Councillor Staff* are highly encouraged to submit portfolios and/or briefs with past Journalism experience.

Additional information can be found in the CCSG Constitution. If anyone has any questions, please contact us. www.clubs.psu.edu/ccsg

Everyone chosen to be on Central Staff 2003-2004 must attend the Staff Retreat. Also as it stands only 8 members from central staff will be able to attend the leadership conference, so please keep these dates open.

- **Leadership Conference:** August 18th- August 20th, 2003
- **Staff Retreat:** August 20st- August 22nd, 2003

In addition, you will be required to attend a one -day retreat this summer to meet with the President, Vice President, Chief of Staff, and others in positions similar to yours, (i.e., grouped into committee directors, caucus directors, and department/support staff).

Central Staff Application: 2003-2004

Name:
Address:

Phone Number: *GPA:*
Email:
Student ID Number (optional):
Former Campus:
Major:
Semester Standing:

Will you be in State College this summer?

Please list the four positions you would like to apply for in order from greatest interest to least:

1. _____
2. _____
3. _____
4. _____

Please answer the following questions on a separate sheet of paper:

1. Why would you like to be a member of CCSG Central Staff?
2. What is the purpose of CCSG and what does it mean to you?
3. Why do you feel that you are qualified for the positions that you have applied for (provide reasons for each one)?
4. If chosen, what goals and issues do you plan to address for each of your choices? What new idea or improvements do you have for the positions for which you are applying?
5. In your own words briefly define leadership. Name a few elements that you feel are necessary to be an effective leader.
6. In your own words briefly define teamwork. Why is it essential to CCSG?
7. What, as an individual, do you feel that you can add to CCSG Central Staff?
8. How will you incorporate your position into the completion of our goals?
9. Briefly, explain your plans for this summer.
10. What involvement in CCSG have you had and how do you feel it qualifies you for the positions your applying for?